Allegany College of Maryland
Office of Student & Legal Affairs

2019 ANNUAL SECURITY REPORT
Crime/Fire statistics collected for January – December 2018
Other safety/security content through the writing of the report (September 2019)

Pursuant to the Higher Education Act and the Crime Awareness and Campus Security Act (otherwise known as the Clery Act) ~ Includes Security and Fire Safety information

DATA COLLECTED & SUBMITTED SUMMER/FALL 2019
Contributors: Campus Safety/Special Police, Cumberland Police Department, Pennsylvania State Police (Bedford County), Student Services Director of Pennsylvania Campus (Bedford Somerset County), and the Office of Student & Legal Affairs
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Introduction

Jeanne Clery Act Crime and Campus Safety Report
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to maintain a daily crime log, collect and report data related to certain crimes reported on/around their campuses, and to issue Timely Warnings in the event of an imminent threat of harm to persons or property. The purpose of the Act is to warn students, employees, and applicants to the institution of the risks related to crime – as well as to identify problems or trends that require action by officials at the institution. Allegany College of Maryland is fully compliant with the Clery Act. Annually, the Department of Education collects data from the preceding calendar year (January to December); Allegany College of Maryland operates using the fiscal year (ie., July – June), so this Report differs from the dates on other Student & Legal Affairs reports. The Violence Against Women Act (signed into law March 7, 2013) adds new crime statistic categories and requires colleges to include more information about policies, procedures, and programs in the annual crime report. This report includes those crime statistics for the 2017 calendar year as well as safety/security information beginning January 2017 calendar year through the writing of the report.

Jeanne Clery Act Fire Safety Report
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that, beginning in October 2009, requires colleges and universities to maintain a fire log, collect and report data related to campus fires, and to publish an annual Fire Safety Report. For purposes of fire safety reporting, a fire is defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” Allegany College of Maryland is fully compliant with the Clery Act. Annually, the Department of Education collects data from the preceding calendar year (January to December); Allegany College of Maryland operates using the fiscal year (ie., July – June), so this Report differs from the dates on other Student & Legal Affairs reports. This report includes those fire statistics for the 2017 calendar year as well as fire safety information beginning January 2017 calendar year through the writing of the report.

Allegany College of Maryland
General
Allegany College of Maryland, founded in 1961, is a publicly supported co-educational community college providing numerous career, technical, transfer, general education, and continuing education programs. Our students receive Associates Degrees, Certificates, Letters of Recognition, and Transfer Credits; many students pursue specific credit and non-credit classes for career development and personal enrichment.

The College consists of two campuses: the main campus in Cumberland, Maryland and the Bedford County campus in Everett, Pennsylvania (established in 1990). (The former Somerset County Pennsylvania campus has been closed, but Allegany College of Maryland maintains an educational site there.) The College also manages multiple teaching sites including the Bedford County Technical Center; the Gateway Center in downtown Cumberland which houses the Culinary Arts, Hotel & Restaurant Management, and the Hospitality Management programs; and Garrett County Memorial Hospital in Oakland, Maryland which graduates a cohort of twenty registered nurses every other year. Also, the College offers a wide variety of online and distance learning classes/programs, as well as extensive early college opportunities in local high schools. The College is a rarity among community colleges by offering on-campus housing.

Allegany College of Maryland’s Continuing Education programs attract ~ 12,000 registrations each year. To help students succeed personally and professionally, Continuing Education offers a wide array of classes in business, health and human services, wellness, professional development, workforce training, and personal enrichment. With opportunities offered at both the Cumberland and Bedford County locations, Continuing Education offers countless options through customized contract trainings, open enrollment courses, professional conferences, certification and licensure courses, job entry, and advanced manufacturing trainings.

The College is approved for operation by the Maryland Higher Education Commission in Annapolis (Maryland) and is accredited by the Commission on Higher Education, Middle States Association of Colleges & Schools in Philadelphia (Pennsylvania). Local governance is provided by the College’s Board of Trustees – appointed members of the local community (Allegany County, Maryland); Allegany College of Maryland is proud to have a highly engaged and inspired Board membership: Kim Leonard (Chair), Jane Belt (Vice-Chair), Joyce Lapp, John J. McMullen Jr. (retired since the 2018 report), James Ortiz (retired since the 2018 report), James R. Pyles, Barry Ronan, and new members Linda W. Buckel, and Mirjhana Buck.
Campus Security

Online Message from Campus Safety/Special Police Director, Robert Cuthbertson

At Allegany College of Maryland, we're committed to ensuring a safe environment for our students, faculty, staff, and visitors. My department's primary responsibility is the execution of crime prevention actions to keep our campus community safe. Working closely with our college's administration, student services, housing, and physical plant staff, as well as the local fire and police departments, we make every effort to keep our college a place where learning is not impeded by security and crime issues.

We also believe that security is an individual responsibility, so we work with you to educate you and our campus community about personal and public safety. In addition to providing crime prevention tips to our students and staff, we promote personal safety wherever and whenever possible.

We know that much has changed in our society since our college opened in the 1960's. With the increase of crime on college campuses across our nation, we've adjusted our security prevention measures accordingly, while continuing to keep your personal rights and liberties in mind. One measure of safety that has been adopted is our e-SAFE text messaging and email notification system. We encourage all staff and students to register so all can be notified when there is a major emergency, crisis situation or disaster, or a weather emergency closing or delay for the Allegany College of Maryland campuses.

For your information, our department and the Office of Student and Legal Affairs ensure full disclosure of campus security information in compliance with the legal requirements of the Jeanne Clery Campus Safety Act. Our annual crime statistics report is available in the Office of Student and Legal Affairs and our public crime log is available in our security office. Please feel free to view these reports during normal business hours, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

**See below in this report for detailed information about Campus Safety/Special Police operations.

Student & Legal Affairs

The MISSION of the Office of Student & Legal Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to maintain institutional compliance with laws and regulations. In 2018, the following operational units reported to Dean of Student & Legal Affairs: Athletics, Office of Student Affairs, Residence Life, and Student Life. The Office of Student & Legal Affairs has responsibility for the following services/tasks: student discipline, Campus Ban List (+ notifications), Willowbrook Woods No Trespassing List (+ notifications), Title IX compliance, Clery compliance, drug/alcohol compliance, student counseling program, residency reclassifications, background checks of current/former students by external entities, public court record checks for selected incoming students (significant modified in early 2018 in compliance with new Maryland Law “Ban the Box” which prohibits criminal record checks or consideration of criminal for general college admissions purposes), voter registration reporting, student emergency assistance program, diversity plan progress report, student service appeals, wellbeing checks, Willowbrook Woods applications/contracts, off-campus student issues, information and referrals, community resources, legal issues related to students, FOIA requests, and First Amendment activities.

The Dean of Student & Legal Affairs has oversight regarding policy, procedure, and operations that relate directly to student safety; the Dean also is frequently involved in matters related to faculty/staff safety – collaborating with Human Resources and other units/departments as needed.

Campus Safety/Special Police is a vital partner and works closely with Student Affairs personnel on a daily basis; the Dean of Student & Legal Affairs receives each Security report and directs appropriate follow-up. Additionally, the Dean of Student & Legal Affairs is the Colleges’ Title IX Coordinator.
Part I - Crime Statistics

The following CRIME STATISTICS for all campuses (Cumberland (MD) and Bedford County (PA) for calendar year 2018 were reported to the United States Department of Education in September, 2018.

### Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus*</th>
<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape (Forcible Sex Offense)</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling (Forcible Sex Offense)</td>
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<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest (Non-forcible Sex Offense)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape (Non-forcible Sex Offense)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
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<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
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<tr>
<td>Arson</td>
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**VAWA Offenses**

<table>
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<tr>
<th></th>
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</tr>
</thead>
</table>

### Notes

*On campus numbers include housing numbers.

*The complete crime report lists hate crimes as detailed above for non-hate crimes, as well as additional offenses of larceny/theft, simple assault, intimidation, vandalism/destruction of property, and any other crime involving bodily injury. The complete report may be reviewed online at www.allegany.edu; the daily crime log may be reviewed by contacting the Director Security at (301) 784-5252. Notice of the availability of the report is posted on the College’s website (under Student & Legal Affairs) year-round, and information about the availability of the crime report is printed in the Student Handbook, College Catalog, and all Allegany College of Maryland publications.

**NOTE**: Non-campus refers to off-campus property owned/operated by the College; public property refers to property open to the general public which borders the campuses and is easily accessible from the campuses (e.g., roadways without fences).
### Hate Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus*</th>
<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape (Forcible Sex Offense)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Fondling (Forcible Sex Offense)</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>Incest (Non-forcible Sex Offense)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape (Non-forcible Sex Offense)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny - Theft</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Intimidation</td>
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<tr>
<td>Destruction of Property – Vandalism</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

*On campus numbers include housing numbers.

### Follow-up Data:

>>> Hate crime by bias category.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual Orientation</th>
<th>Gender</th>
<th>Disability</th>
<th>Ethnicity</th>
<th>National Origin</th>
<th>Gender Identity</th>
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</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Manslaughter by Negligence</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Sex Offenses - forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Sex Offenses Non-forcible</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>Robbery</td>
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<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>Arson</td>
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<tr>
<td>Larceny-Theft</td>
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<td>0</td>
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</tr>
</tbody>
</table>
The following ARRESTS and Disciplinary Referrals for calendar year 2018 were reported to the United States Department of Education in September, 2019.

ARRESTS

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus*</th>
<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests: Weapons (carrying, possessing, etc.)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrests: Drug Abuse Violations</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrests: Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*On campus numbers include housing numbers.
## Disciplinary Referrals

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary Referrals: Weapons (carrying, possessing, etc.)</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Disciplinary Referrals: Drug Abuse Violations</td>
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<td>10</td>
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<tr>
<td>Disciplinary Referrals: Liquor Law Violations</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*On campus numbers include housing numbers.*
Part II - Crime Prevention

The following information about crime prevention and general safety applies at Allegany College of Maryland at this writing as an important safety measure for students, staff, faculty, and visitors.

Campus Security / Services

Campus Safety/Special Police (commonly referred to by students, faculty, and staff as “Security”) is located in the College Center of the Cumberland Campus, Room 190. The office phone number is (301) 784-5252 or dial 5252 from any campus network phone. For emergencies, call (301) 784-5555 or dial 5555 from any campus network phone. Or call 911.

A significant change occurred at Allegany College of Maryland in 2018. The Director and Assistant Director of Campus Safety/Special Police earned Special Police designation by the State of Maryland; this designation bestows full law enforcement authority on the two unit leaders. A comprehensive manual of procedures is being finalized at the writing of this report.

Additionally, multiple safety/security enhancements have occurred in the last year including adding numerous cameras to the main campus and Willowbrook Woods and installing door “Bear-a-Cades”. Exploration of a new alert system is still underway and pending final decision and budget approval. An active shooter video obtained from Ohio State University has been shared at All College Assembly (faculty/staff meetings) and at various student Orientation programs; it is posted on the website for anyone to view and learn. Safe zones have been identified in each building for use in weather emergencies. Evacuation plans for each building are being created; they will show where AEDs, fire extinguishers, and safe zones are located. All first aid kits are monitored and maintained by Security; in 2016, OSHA certified kits were purchased and distributed with signage installed at the location where the kits are located. Both the Director and Assistant Director are members of the College’s Title IX Team, conducting investigations as assigned by the Title IX Coordinator. Campus Safety/Special Police has also volunteered to provide additional services to the institution which have been added to the list below.

Campus Safety/Special Police responds to any incident that occurs on campus or is reported (including off-campus incidents involving students, faculty, staff); the Security staff gathers preliminary information, investigates, coordinates any necessary notification to local law enforcement, and assists with police investigations as needed. Crimes and Code of Student Conduct violations are referred for prosecution and/or the Office of Student & Legal Affairs, respectively. See Part III – Crime Reporting, for more information.

Under the leadership of the Director and to assist any person including students and employees, this team of Security Guards offers the following safety measures/services:

- Responding to emergencies and managing any safety incidents that occur
- Responding to requests for assistance
- Emergency telephones – one in each building on each floor as well as the outdoor track (details below)
- Dedicated Security emergency phone number: (301) 784-5555
- E-Safe emergency notification system
- 24-hour Staffed Security Gatehouse at the gated Willowbrook Woods on-campus housing.
- Supplemental “Walking Security” at Willowbrook Woods during the weekends’ late night/early morning hours.
- Public criminal record checks for each applicant to student housing
- Public criminal record checks for selected academic programs
- Escort to/from classes and vehicles upon request by any person
- Campus patrols
- Presence at campus events (eg., athletic, theatrical)
- Restricted access to closed buildings after business hours
- Engraving of personal property (including electronics)
- Anonymous reporting of crimes, offenses, misconduct
- Providing personal safety information via brochures, announcements, guest lectures, and reminders
- Coordination with key departments including Student Affairs, Student Housing, and Physical Plant
- Coordination and communication with local law enforcement and fire departments
• Training for employees (e.g., Active Shooter training by the Maryland State Police)
• Transporting bank deposits for the Finance Department
• Accident/damage reports for Finance/insurance added to the Security webpage for easy access and use by students, faculty, staff, and visitors.
• Sharing safety/crime alerts from local law enforcement and federal authorities.
• Training of all guards in the administration of Naloxone for heroin/opioid overdose.
• Training of all guards and Resident Assistants in the proper use of fire extinguishers.

Facilities/ Physical Plant
• The main campus is protected by gates at the two entry/exit points which are closed and locked at 11:00 pm nightly at which time the campus is closed. All buildings on all campuses and teaching sites (such as the Gateway Center in Downtown Cumberland) are locked when scheduled activities for the day are concluded.
• Building and room keys are issued to employees only and with great care; the Physical Plant Department alone has the authority to issue keys to campus offices and buildings after receiving written request approved by the employee’s supervisor. Lost/stolen keys must be reported immediately.
(Willowbrook Woods residents are issued and sign for 3 keys: apartment, bedroom, and mailbox key.)
• Building inspections and processing work orders – with health and safety matters as top priority
• Locking buildings at the close of daily business (including locking buildings housing only one or two classes in the evening – after classes begin)
• Landscaping around buildings to allow safe entry/exit
• Maintaining adequate campus lighting on walkways, building entrances, and parking lots
• Willowbrook Woods work orders – with health and safety matters as top priority
• Willowbrook Woods emergency night/weekend call sheet – with health and safety matters as top priority
• Routine communication with Campus Security regarding Physical Plant issues that could affect safety.
• Campus personnel coverage 12am-8am
• Assistance with safety emergencies

Personal Safety
Allegany College of Maryland welcomes thousands of students and visitors to its campuses each year to enroll in credit and non-credit classes, to enjoy athletic and cultural events, to use recreation facilities, to conduct research in the Library, to dine in the cafeteria, to attend meetings, and much more. College faculty and staff are committed to making each campus environment functional and safe. Campus Safety/Special Police is highly capable of handling many emergencies and has direct communication with the Cumberland City Police. Maintenance personnel are vigilant to correct any obstructions or damages to College property. Nevertheless, given the high volume of traffic and the extensive hours of operation, accidents and acts of misconduct are inevitable. Happily, Allegany College of Maryland has a low rate of both accidents and crime. We strive to keep it that way, and we emphasize prevention as an essential tool for everyone’s personal safety.

Information about personal safety is disseminated in the following ways: dedicated web page (updated with all ACM web pages in Summer 2019), Emergency Procedures “flip chart” that is now posted online, Student Handbook content, Student Services Brochure content, Willowbrook Woods applications, Willowbrook Woods Housing Guide, Willowbrook Woods orientations, New Student Orientations, personal safety brochure, Title IX brochure, Title IX trainings to employees, Title IX presentations to students, hazing information sheet (and presentations to students), and email to all credit students and all employees at the beginning of each Fall, Spring, and Summer semester.

Campus Security’s dedicated web page provides the following information: contact information, introductory content, eSafe registration, emergency information, crime prevention crime prevention tips, accident/damage/property loss forms, emergency procedures, personal safety in campus housing, Run/Hide/Fight video, Bearacade video, fire extinguisher demonstration video, and more.

The Student Handbook includes the following information: emergency and non-emergency contact, eSafe registration information, and some specific advice to students.
Please observe the following practices whenever you are on campus:

- Always be aware of your surroundings.
- Avoid walking in areas that are isolated, poorly lit, unpaved, or containing debris/equipment.
- Do not walk alone at night. Walk in groups or call Security for an escort to your car.
- Do not leave populated areas with someone you do not know extremely well.
- If you feel uncomfortable or suspicious of a person or situation, get away!
- Do not leave your personal property unattended at any time, in any location.
- Keep a separate record of valuables (including serial numbers).
- Always lock your car, locker, and apartment door.
- Protect personal information such as social security number, locker combination, PIN numbers, etc..
- Make sure someone (a friend or relative) knows your schedule and travel habits.
- Evacuate buildings if you hear a fire alarm OR are directed by an official.
- Report dangerous situations, accidents, and crimes immediately to Police, not Security.

If there has been an accident with injuries, call 911 and Security (ext. 5555).
If there has been an accident without injuries, call Security*.
If there has been a crime with injuries, call 911 and Security (ext. 5555).
If there has been a crime without injuries, call the police, Security*, and the Dean of Student & Legal Affairs.
*Incidents on the Pennsylvania campuses shall be reported to the Admissions/Registration Offices.

Other Crime Prevention Measures

» Allegany College of Maryland’s Office of Student Life is responsible for the production of college photo IDs, which are an important security measure. Not only is every person present on a Maryland college required by law to carry identification (and display it upon request), the use of college-issued IDs facilitates access to services – including some locations such as Willowbrook Woods, whose residents are required to obtain and carry their ID. The College is developing a policy to require all credit students to obtain a college-issued photo ID card and to display/provide the card upon request of a College Official; this policy was presented to the All College Assembly in summer 2019, was referred back to committee for revision, and should be adopted and implemented during the 2018-2019 academic year.

» Willowbrook Woods is a secure facility with one gated entry point and one gated exit point staffed 24-hours by Security. Extensive crime prevention and security procedures exist for the safety of all residents. They include:
  - Careful screening of all applications which includes public criminal record check consistent with Maryland’s “Ban the Box” law (ie., the process includes consideration of multiple factors to determine whether there is a relationship between the criminal history and housing.
  - Unique photo ID cards for Willowbrook Woods residents
  - Unique guest ID cards for their guests
  - Only residents, registered guests, approved staff members are permitted on housing property.
  - Guest procedures which include registration, photo identification, departure “curfew”, advance overnight permission, designated parking spaces, and requirement that guests are accompanied by hosts at all times.
  - Alcohol, drugs, and weapons are strictly prohibited.
  - Trunk searches as necessary.
  - No Trespassing List (some persons not permitted on the property for safety reasons)
  - Strict controls over access to and use of master keys
  - Fence line along the only open neighboring land
  - Cameras
  - Professional Staff member on duty during overnight and weekend hours to respond to any safety incident
  - Resident Assistants on duty during overnight and weekend hours to conduct “rounds”
  - Security “rounds” during overnight and weekend hours

» Orientations for new students and Willowbrook Woods residents include personal safety and crime prevention information. As family/friends are welcome to all orientations, they get this information, too.

» Weapons: “No one may possess or use on College property any firearms, guns (including BB guns), knives (except a penknife without switchblade), other dangerous or deadly weapons of any kind, explosive
ammunition, or incendiary/explosive material or device (except as expressly permitted by the President). Also, if an ordinary usage item is wielded as a weapon, then it will be treated as a violation of this standard.” **Code of Student Conduct #IV.C.1**

» Application Review Committee was charged with determining whether an applicant to Allegany College of Maryland presents a safety risk to the campus community based; through January 2017, each applicant was required to disclose any criminal or disciplinary record (regardless of outcome). When reviewing an application, the Committee would balance campus safety with educational opportunity by considering the following factors: nature of the criminal/disciplinary history (ie., type of violations), number of incidents, the existence of a pattern of misconduct, age of the applicant at the time of the incident(s), when the incident(s) occurred, when the applicant was released from incarceration, whether the applicant has been the subject of any peace/protective orders, compliance with prior directives from officials including but not limited to courts and probation officers, and any evidence of rehabilitation. The Committee would consider other factors as appropriate for the circumstances. However, the Maryland General Assembly passed and Governor Hogan signed into law a prohibition: colleges cannot ask about (or consider) prior criminal history for purposes of admission to the institution. Known as “Ban the Box”, this law went into effect 02/12/18; Allegany College of Maryland complied in advance by revising its Safety Risk Policy, removing the criminal history question from its admissions application, and creating a separate process for selective admission academic programs and for on-campus housing which have the ability to consider prior criminal history for acceptance. The Application Review Committee may still consider prior disciplinary history. See Safety Risk Policy & Procedure (Admissions) in the Appendix.

» Campus Ban List is comprised of individuals who have been deemed to present such a safety risk to the campus community that they are not permitted on any campus property at any time for any reason without advance permission from the Director of Campus Safety/Special Police or the Dean of Student & Legal Affairs; the list is populated by some applicants whose admission has been denied (see above), by students who have been dismissed from the College under the Code of Student Conduct, and by third parties who have engaged in dangerous behavior on campus or in the larger community. (Banned persons may petition to have their campus privileges restored.) In 2018, the College began working on procedures to make photos of banned persons (when there is a photo) available to College personnel so trespassers can be identified if/when they are on campus. Additionally, the College is exploring the purchase of a “one card” solution. Both processes remain in development at the writing of this report. See Safety Risk Policy & Procedure (Visitors) in the Appendix.

» Technology Resources Policy applies to any person using technology resources provided by the College and forbids, among other things, the following behaviors: threatening, abusive, or disruptive messages, using credentials/passwords that are not assigned to you, attempting to disguise or obscure the identity or resources being used, attempting to gain access to unauthorized resources, tampering with resources, launching software attacks, deliberate acts which circumvent hardware/software security/data protection measures, using resources for personal gain, using resources to monitor or manipulate another users data/files/software, and to operate an unauthorized networks server. The policy also cross references other institutional policies such as the Sexual Misconduct and Sex Discrimination Policy, Code of Student Conduct, and [employee] Principles of Conduct.

» **New**: Beginning in 2018 and continuing in 2019, the College began experiencing with many other institutions, businesses, agencies, banks, etc. had faced: email phishing scams and other cybersecurity threats. The College responds to each incident across operations that include Information Technology, Campus Safety/Special Police, Student Affairs (when students are targeted), Human Resources, Public Relations, and other offices whose help is needed to minimize the harm and to educate students, faculty, and staff.

» Human Resources policies including the Principles of Conduct expressly prohibit many behaviors which could endanger others or constitute crimes (eg., negligence, unethical conduct, brutal treatment of others, dishonest practices, theft), Drug/Alcohol Policy, Sexual Misconduct and Sex Discrimination Policy, Campus Keys, Access to Closed Buildings, and accidents. Starting during the 2017-2018 academic year and still underway at the writing of this report, the College’s personnel manual is being reviewed and revised by a third party contractor.

» Students and employees experiencing personal health/mental health challenges can receive free help from the College. Information about the Student Counseling Program is provided in the Student Handbook, Student Services Booklet, and brochures located in racks across campus. Students can also contact the Office of Student & Legal Affairs in the College Center (#152) at (301) 784-5206 for detailed information or for a list of local mental health resources. Employees can contact Human Resources in the College Center ( #166) at (301) 784-5231
Starting in summer 2019, the Office of Student & Legal Affairs has modified its student counseling program by eliminating the contracted on-site counselor (independent contractor on the Cumberland campus 10 hours per week) and creating a staff position (Student Support and Operations Specialist) with responsibility for overseeing the College’s mental health services for students and offering immediate support to students in crisis … with availability Monday-Friday 8:00 am-4:00pm. At the writing of this report, the new Specialist has been at work for one month and already met with students at risk for various personal problems including drug use with appropriate interventions/referrals being made.

Pursuant to Maryland regulations enacted during the 2018 General Assembly, the College collects data on the number of hazing incidents annually and, to educate/deter such act, the following actions are being taken:

- All students will be notified via email;
- All employees will be notified via email;
- A Hazing Information Sheet has been created for distribution;
- Each team coach and club advisor will receive the Hazing Information Sheet;
- Each athletic team will receive a presentation about hazing at their first meeting;
- Any club may request a presentation about hazing anytime during the year;
- Each student athlete will receive the Hazing Information Sheet; and
- The Student Life Director will explore programs for students and employees.

Pursuant to Maryland regulations enacted during the 2018 General Assembly, the College collects data on the number of hate-bias incidents annually and, to educate/deter such act, the following actions are being taken:

- All students will be notified via email (by the Dean of Student & Legal Affairs) during the first few weeks of each semester, and the email will contain the following information:
  - ACM’s non-discrimination policy
  - Definitions of Hate Crime and Hate-Bias Incident
  - How to make a complaint or to report a concern
  - What students can do

- All employees will be notified via email (by the Dean of Student & Legal Affairs) during the first few weeks of each semester, and the email will contain the following information:
  - ACM’s non-discrimination policy
  - Definitions of Hate Crime and Hate-Bias Incident
  - How to make a complaint or to report a concern
  - What employees can do

- A Discrimination / Hate-Bias Information Sheet that contains this key information has been created by the Dean of Student & Legal Affairs for distribution/posting.

- An inventory of each building on campus will be conducted by the Dean of Student & Legal Affairs to verify the continued presence of Non-Discrimination Policy posters on bulletin boards (originally created/posted in 2016).

- The Discrimination Complaint Form will be provided to any person upon request or upon awareness by the Dean of Student & Legal Affairs of a possible hate-bias incident.

- The Diversity Committee is exploring training modules through Human Resources for all employees on the subjects of diversity, bias, discrimination, and related topics. Mandatory training may be recommended.

- The Diversity Committee is identifying which faculty members are addressing cultural competence in their courses – in any way – then share this information with other instructors, encourage more instructors to adapt content in their classes, and provide a forum for instructional best practices.

- The Diversity Committee is creating a webpage on the College’s website dedicated to Cultural Competence. This page would contain cultural competence definition, resources, informative articles and links, event/program information, Diversity Committee information, and more.

- The Diversity Committee is creating a dedicated email to function both as a contact point for any person who wishes to communicate with the Committee but also to offer “passive programming”: email campaigns throughout the semester “Did you know…?” to pose questions, provide helpful information, and encourage dialog among faculty, staff, and students.

- The Diversity Committee is conducting a campus-wide survey in Fall 2018;

- The Student Life Director and Diversity Committee will explore programs for students and employees – applying survey results to choose the most effective programs and determining which programs can/should have learning outcomes. Learning outcomes must be measurable for assessment purposes.

*(See Hazing Information and Hate-Bias Attachments)*

*Always call 911 in an emergency.*
Part III - Crime Reporting

The following information about reporting crime and other concerns applies at Allegany College of Maryland at this writing as an important safety measure for students, staff, faculty, and visitors.

**Clery Act and Reporting Requirements**

Summary: The Crime Awareness and Campus Security Act, enacted by Congress in 1990 and commonly known as the Clery Act and the Violence Against Women Act, requires Allegany College of Maryland to disclose its policies for reporting crime, its security of and access to campus facilities, and its campus law enforcement – if any. At this time, the College does not have its own law enforcement; criminal investigations are referred to local law enforcement agencies. The Cumberland campus has designated security officers, and Willowbrook Woods has 24-hour security at the entrance gate. Students, faculty, staff, and visitors are asked to report any crime to both local law enforcement and campus security. Additionally, the Clery Act requires certain faculty and staff (including security and persons with significant responsibility for student and campus activities) to report criminal acts to whomever is responsible for compiling crime data on campus; at Allegany College of Maryland, the Dean of Student and Legal Affairs has this responsibility. Reports should be made immediately; if not, then such reports should be made as soon after the crime as possible. All reported crimes (and Code of Student Conduct violations) shall be recorded. Campus security is required to maintain a daily crime log that is open to public inspection during business hours. Each year, the College submits a crime report to the U.S. Department of Education; this report is available in the Dean of Student & Legal Affairs’ office.

**Criminal Activity**

Allegany College of Maryland (particularly Campus Security) strongly encourages any person to report both suspicious behavior/situations and actual crimes. Reports may be made in person, by telephone, by email, by facsimile, and anonymously. Prompt reporting is encouraged in multiple ways: security brochure stocked in racks all over campus, new student Orientation programs, mandatory housing Orientation sessions for all residents, a dedicated section in the Student Handbook, a dedicated section in the Housing Guide, Student Services Brochure, Title IX brochure, at twice annual (minimum) All College Meetings attended by faculty and staff, and whenever incidents occur. If there is an incident reported which is also a crime, both Campus Security and Student & Legal Affairs personnel advise the involved person(s) to contact local law enforcement – even making the call directly to assist the victim. Of course, if any College official witnesses a crime being committed or has other first-hand knowledge of criminal activity, the College will immediately contact local law enforcement.

The College strives to maintain a safe environment for students to learn, for faculty to teach, and for administration and staff to work by (1) having policies and procedures which may prevent crime, (2) reporting crimes to local law enforcement and assisting with those investigations, (3) initiating disciplinary action for any crimes committed by students, and (4) banning unsafe persons from campus. Any person who is the victim of a crime or who has information about the commission of a crime, should report the crime immediately.

Quick reference list of emergency contacts:
- Always call 911 in an emergency.
- Contact Campus Security at (301) 784-5555
- Contact Cumberland Police Department at (301) 777-1600.
- Contact the Office of Student Affairs at (301) 784-5206
- Report anonymously to Campus Security, the Office of Student & Legal Affairs, or Residence Life personnel.

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**Comprehensive List of ACM Emergency and Non-Emergency Contacts:**

“Always give the location of the incident.”

**Cumberland Campus and the Gateway Center**

Emergency:
Call 911 for police, fire, or ambulance then 5555 to report it to campus security for
Non-Emergency (safety/security issues):
Call 5555 (campus phone) for security or 301-784-5555 from off-campus.
Bedford County Campus
Emergency:
Call 911 for police, fire, or ambulance then 814-652-9528, ext. 6200 or 814-977-6861 to report it to the physical plant office
Non-Emergency (safety/security issues):
Call 6200 (campus phone) or from off-campus call 814-652-9528, ext. 6218 or ext. 6200.
Personnel on site should then notify Campus Safety/Special Police at (301) 784-5555.

Somerset County Educational Site (starting Summer 2017)
315 Georgian Place – Somerset, Pennsylvania 15501
Emergency:
Call 911 for police, fire, or ambulance then 814-445-9848 or 814-444-6318 to speak to ACM personnel on site.
Non-Emergency (safety/security issues):
Call 814-445-9848 814-444-6318 to speak to ACM personnel on site.
Personnel on site should then notify Campus Safety/Special Police at (301) 784-5555.

Emergency Telephones (Cumberland Campus)
Emergency telephones are conspicuously located at the athletic field/each classroom building, college center, continuing education, gym and library. They are clearly marked and are to be used to call 911 in emergencies and campus security at 5555.
Locations:
• Allied Health: (2 phones) canteen 1st floor- top of steps 2nd floor
• Athletic Fields: on building right side of rear gym entrance
• Auto Tech: lobby
• College Center: at dining area entrance
• Continuing Education: inside main entrance
• Gym: main lobby
• Humanities: inside main entrance
• Library: lobby
• Science Building: inside southeast entrance
• Tech Building: (2 phones) canteen 1st floor- connecting hall 2nd floor

Every Security report submitted at the College is advanced to the Dean of Student & Legal Affairs, who directs the appropriate follow-up; any matter involving health or safety is the top priority for action.

Any person who is aware of any other act of misconduct under the Code of Student Conduct or other inappropriate behavior (on campus or off-campus) by a student should contact Dr. Renee Conner, Dean Student & Legal Affairs at (301) 784-5206 or rconner@allegany.edu. The Code of Student Conduct for a detailed list of the standards of behavior expected of all Allegany College of Maryland students. (More information below.)

In the event of an active shooter on campus, the College will make every effort to issue alerts, warnings, and information to keep students, staff, and visitors safe. We also partner closely with local law enforcement. The Emergency Procedures “flip chart” published by Campus Security includes best practices as identified by the Federal Bureau of Investigation and the Maryland State Police, who have provided direct training to College officials. The guidance includes Run/Hide/Fight and how to respond when law enforcement arrives.

Cooperation with Law Enforcement
Allegany College of Maryland’s Campus Safety/Special Police has no law enforcement authority; however, it enforces College policy and can issue internal citations for minor, non-disciplinary offenses such as parking and ID infractions. Allegany College of Maryland maintains a close working relationship with local law enforcement in a variety of mutually supportive ways including information sharing (within the parameters permitted by the Family Education Rights and Privacy Act), committees/community relations, academic services with credit and non-credit programs. Of greatest importance is the highly collaborative relationship for reporting and managing crimes. As noted elsewhere in this document, the College always encourages victims of any crime to report the crime to law enforcement and to avail themselves of court processes including filing charges and seeking orders of protection. If the College is the crime victim, the College will report crimes to local law enforcement and participate fully in any subsequent court proceedings. If the College suspects a crime has occurred but has not identified the victim, the College will report the concern to local law enforcement. All such reports shall be accurate and prompt. The College has Memoranda of Understanding with each agency having primary responsibility for police response for that locality: Cumberland Police Department, Pennsylvania State Police (Bedford County Barrack), and Pennsylvania State Police (Somerset County
Barrack). These MOUs detail the reporting and investigation of crimes and how the agency and the College will work together to resolve crimes.

Emergencies notwithstanding, the College will fully cooperate with law enforcement officials’ requests for information when permitted by law and college policy.

Allegany College of Maryland does not employ pastoral or professional counselors. For counseling services in 2018-2019 academic year, the College contracted with community partners with a fully implemented Memorandum of Understanding which states that the provider shall comply with their own reporting mandates and shall encourage crime victims/complainants to report the crime to local law enforcement and/or the College. Beginning Summer 2019, the newly hired Student Support & Operations Specialist is a fully integrated staff member in the Office of Student & Legal Affairs with unit communication plus compliance with institutional policies to guide reporting.

Institutional Response to Crime / Student Discipline

*Policy has been revised in 2019 and is pending institutional review.*

Allegany College of Maryland is an institution of higher learning dedicated to excellence; as stated in the College’s mission statement, “Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society.” Consequently, the College accepts its responsibility to provide a meaningful, safe, educational environment not only in the classroom but also in the library, in the residence halls, in the cafeteria, in the gym, and anywhere else we find students, faculty, staff, and visitors. To fulfill that responsibility, the College implements a Code of Student Conduct, which demands high standards in our Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. The current Code of Student Conduct was enacted in 2006 (its first revision in several decades) and was revised during Summer 2018; it has not yet been vetted or submitted to the College’s Board of Trustees at the writing of this report, but those steps will occur during the 2018-2019 academic year.

Allegany College of Maryland always urges a crime victim to report the crime to local law enforcement, to obtain peace or protective orders when threatened by another, and/or to settle disputes via the local courts. As previously noted above, the College will cooperate with local law enforcement and criminal prosecutions. If the College is the victim, it may pursue criminal charges independently. Sample protocols for responding to crime are in the Appendix.

A crime is also a violation of the Code of Student Conduct, so disciplinary action is initiated when a crime is reported. The Code of Student Conduct governs behavioral expectations and disciplinary procedures; it can be found in the Student Handbook. The Code of Student Conduct applies to crimes and misconduct committed by students on and off-campus. Each student is responsible for being familiar with its contents; ignorance of its provisions shall not be a defense to violating them. Naturally, each student is expected to follow all College rules and policies, as well as local, state, and federal laws.

All student discipline is overseen by the Dean of Student & Legal Affairs, although some matters that occur in Willowbrook Woods are managed by trained members of Residence Life Staff (ie., Area Coordinator = minor violations, Residence Life Director = mid-level violations). *(These levels of distinction are eliminated in the revised Code of Student Conduct with the Dean of Student & Legal Affairs assigning disciplinary matters to the appropriate Hearing Officer.)* All Hearing Officers use the same templates for Investigation Notice, Victim/Witness Notice, and Decision Notice. The standard of proof for disciplinary investigations is preponderance of the evidence. All Hearing Officers strive for consistency in determining whether a student is responsible for violating the Code of Student Conduct and, if so, assigning sanctions. Whenever possible, educational sanctions are assigned in order to help the student learn and grow from the experience; when necessary, a student will be expelled from Willowbrook Woods or even dismissed from the College – although these sanctions are typically applied when safety is at risk or when other disciplinary measures have been ineffective. An overview of the disciplinary process is provided immediately below.

When appropriate (eg., ongoing conflict, allegation of a simple assault, threats, property violations, etc.), a No Contact or No Negative Contact can be issued between two or more students; the purpose of these orders is to separate the parties, to protect all persons, and to prevent escalation of the situation. Any violation of the Order is a violation of the Code of Student Conduct (#IV.D.1 – Failure to Comply with the Direction of a College Official) and will result in more serious consequences.
The College will not retaliate against any person making a report and will not tolerate retaliation by anyone for doing so. In situations where it is determined that a report has been made in bad faith or with malicious intent, the College may take disciplinary action against the person making the report.

The College will accept all reports and take the appropriate action. The College will not retaliate against any person making a report and will not tolerate retaliation by anyone for doing so. In situations where it is determined that a report has been made in bad faith or with malicious intent, the College may take disciplinary action against the person making the report.

Step 1: Alleged violation occurs and is reported.
Violations can be reported by the person victimized, a witness, a third party, faculty, and staff. Violations can also be reported to local law enforcement, which conducts its own investigation. Obviously, the College is not obligated to wait for court cases to be resolved; not only does the criminal court process take too long to ensure the safety of our other students, faculty, and staff, but court processes and standards of proof are also vastly different from the College’s.

Step 2: Accused student is notified in writing.
The notice contains a description of the allegation(s), the Code of Student Conduct provisions which are alleged to have been violated, the student’s rights/responsibilities, where to find the complete Code of Student Conduct, and Ombudsman* information. The student is directed to student(s) to schedule a hearing within a specific period of time (typically 3 days). (If an accused student does not make and keep the appointment, a decision must be made without hearing the accused’s side, and the Code of Student Conduct makes such decisions final.) The notice may also contain special instructions (eg., no contact or no negative contact orders) or restrictions (eg., suspensions).

Step 3: Accused Student(s) attends hearing.
This hearing is the student’s opportunity to tell his/her side of the story. S/he shall come to the hearing with a written statement, the names and contact information of any witnesses, and documentation that helps his/her case. The hearing is conducted in private with the Hearing Officer(s). According to investigation protocol, no one may accompany an accused student to the hearing – including attorneys, parents, friends, etc. – except the Ombudsman. We understand that these people are concerned and want to help, but the College considers helping its students become independent, responsible adults part of its educational mission. Each accused student has the right NOT to give a statement or to answer questions; of course, the investigation must continue, and a decision will be made with the information available. Students who have also been charged with a crime will be permitted a reasonable amount of time to contact an attorney prior to attending a hearing. Any false statements, admissions of other violations, or proof of additional violations from the same/related matter are subject to immediate disciplinary action without additional notice. The Hearing Officer(s) has the right to contact additional witnesses, verify documentation/records, and/or otherwise investigate the allegation(s). Every effort will be made to complete the investigation in a timely manner, but no deadlines are placed on the length of an investigation. FERPA applies to disciplinary matters, which means that the Hearing Officer will not discuss reports, investigations, or findings with any third party.

Step 4: Witnesses (if any) are interviewed and additional information (if any) is collected.

Step 5: Written Notice of Decision is issued which summarizes the findings of the investigation and the outcome.

Reporting Other Concerns
Allegany College of Maryland relies upon students, employees, and visitors to report any concerns related to health, safety, or overall well-being to the appropriate college official*. The College will accept all reports and take the appropriate action. The College will not retaliate against any person making a report and will not tolerate retaliation by others.

Allegany College of Maryland does not discriminate against students or prospective students for reasons of race, sex/gender, gender identity*, color, religion, national or ethnic origin, age, veteran status, conditions of disability, or sexual orientation in admission, educational programs and activities, scholarship and loan programs, or any terms and conditions of enrollment. The College complies with applicable state and federal laws and regulations prohibiting discrimination. If you are the victim of discrimination or if you have information about an act of discrimination perpetrated by the College, please contact Dr. Renee Conner, Dean Student & Legal Affairs (and the College Title IX officer) at (301) 784-5206 or rconner@allegany.edu.

*The addition of gender identity is pursuant to Maryland law that became effective 10/1/14.

See the Hate-Bias Information sheet for additional information as well as the Complaint Form Attachments.
Part IV – Sexual Misconduct & Sex Discrimination (Title IX)

The College’s Executive Summary for Title IX contains the following important, overview information:

Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; sexual misconduct, sexual harassment, and gender discrimination are forms of discrimination under Title IX. The College’s policy and procedures relating to sexual misconduct and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and other federal/state laws commonly referred to – collectively – as “Title IX”.

Allegany College of Maryland takes sexual misconduct and sex discrimination seriously. Sexual misconduct includes but is not limited to the following unacceptable behaviors: rape, sexual assault, sexual harassment, gender discrimination, gender-identity discrimination, stalking, relationship violence, and attempts to commit such acts. The College will not permit a hostile environment to exist and will not tolerate retaliation against any person who reports and/or cooperates with an investigation. A person accused of violating this policy may be subject to restrictions affecting classes, housing, and/or employment. Any person found responsible for sexual misconduct will be properly sanctioned; options that must be considered include suspension and dismissal from the College.

- ACM prohibits all forms of sexual misconduct, sex [gender] discrimination, and retaliation.
- ACM’s Sexual Misconduct & Sex Discrimination Policy and accompanying procedures comply with all legal mandates.
- ACM’s policy and procedures apply to all employees and students.
- All employees are required to be trained in Title IX.
- Any employee with knowledge of sexual misconduct and sex discrimination must report it.
- Prevention & Education programming must be provided to students.
- All information related to Title IX compliance may be found at https://www.allegany.edu/title-ix/index.html. Topics include: the complete ACM policy, procedures, rights and responsibilities, interim measures, healthy relationships, risk reduction, consent, bystander intervention, and much more.

The College’s Title IX compliance contains these key, broadly stated components: education and response.

EDUCATION

The following wording has been inserted in every major college publication including all College applications, Willowbrook Woods applications, acceptance letters, employment applications, hire packets, and (starting in Fall 2016), course syllabi – via link to mandated policy statements page on the ACM website:

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM’s Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see https://www.allegany.edu/title-ix/index.html.

Exceptionally detailed documents including policy, procedures, and guiding, prevention information is on the College’s dedicated webpage: www.allegany.edu/title.IX

1. Executive Summary
2. Policy
3. Title IX Coordinator, Team contact information
4. Procedures: Institutional Obligations
5. Procedures: Definitions
6. Procedures: Reporting Guidelines & Form
7. Procedures: Rights & Responsibilities
9. Procedures: Interim Measures
Presentations to students regarding Title IX and the College’s compliance are conducted at these forums: New Student/Family & Friend orientations, Willowbrook Woods (on campus housing) orientations, Student-Athlete team orientations, and Allied Health orientations by invitation. At each presentation, the Title IX Coordinator provides handouts, addresses each group including content specific to risk reduction and bystander intervention, refers all students to the online resources, highlights that every ACM employee is a responsible employee, encourages reporting of any concern, provides contact information, and answers questions.

**Additional Strategies**

**Email from Title IX Coordinator:**
To all students early in each semester (web page link + relevant program/event info)
To all employees early in each semester (web page link + relevant program/event info)

**Poster:** Reporting sexual misconduct and sex discrimination
To be displayed on each campus building’s bulletin boards, Willowbrook Woods Clubhouse, and other prominent locations.

**Publications:**
Student Handbook: policy, comprehensive section + link* to complete materials online
Student Services Booklet: summary + link to complete materials online
Housing Guide: summary + link to complete materials online
College catalog
Decision-Maker
Employee Manual: policy + link* to complete materials online

**Brochures:**
- Title IX
- Sexual Harassment
- Crime Prevention & Safety Tips
- Code of Student Conduct

**Employee Training:**
Title IX Coordinator training (annually and ongoing)
Title IX investigator training(s) coordinated by Title IX Coordinator (annually)
Employee training: sessions provided by the Title IX Coordinator and HR representative were mandatory for all employees beginning in 2015-2016, then mandatory for new employees thereafter. HR: delivery of customized powerpoint
Employee training: Information and updates at All College meetings (annually) and/or by employee email. Presentations/discussions with constituency groups (upon request).

Other education/training opportunities as they are available (e.g., meetings, May 2019 Teaching/Learning Day session).

HR: Business Learning Resources, online web-based training center – mandatory trainings for employees on related topics.

Code of Student Conduct training (Hearing Officers, Appeal Officers, Ombudsmen).

Programs/Events:

Prevention Education programs are scheduled annually by the Office of Student Life and/or by institutional partners such as the Family Crisis Resource Center (local rape crisis/domestic violence agency which provides education, support, advocacy, and counseling). These events are intended for students but are open to all employees and members of the public. Past examples include Equalogy Playwrights, The Hunting Ground, Escalation, Walk a Mile in Her Shoes, Scream Theater, Take Back the Night, Clothesline Project, What Was She Wearing, and bystander education initiatives. The Director of Student Life was added to the College’s Title IX Team in 2016 for purposes of facilitating programs and activities.

RESPONSE:

Upon receiving a report of alleged discrimination and/or sexual misconduct, the College will:

- Take immediate and appropriate action to stop any misconduct; to prevent its recurrence, and to remedy the effects of any misconduct.
- Treat all persons with respect, dignity, and fairness.
- Conduct an Intake Assessment to determine if the report is a Title IX matter which requires further action;
- Where indicated by the Intake Assessment, conduct a Preliminary Inquiry of the report.
  - Provide information to the identified Complainant and to any identified, Respondent (if a student or employee) about their rights as well as available resources;
  - At the conclusion of the Preliminary Inquiry, the investigators shall submit a detailed report with their findings and possible recommendations: whether there is reasonable cause (i.e., sufficient substantiating evidence) to proceed to a formal disciplinary hearing or whether an informal resolution is appropriate. The Parties will have an opportunity to review the report & respond.
- Where indicated by the Preliminary Inquiry, conduct a disciplinary hearing of the report.
  - Each party shall have the opportunity present testimony, evidence, and witnesses.
  - The Hearing Officer shall determine if the Respondent violated the Sexual Misconduct and Sex Discrimination Policy.
  - The standard of proof shall be Preponderance of Evidence.
  - If the Respondent is found responsible, an appropriate consequence or sanction shall be imposed; options that must be considered include suspension and dismissal from the College.
- Follow all appropriate procedures as detailed in Title IX materials, the Code of Student Conduct, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.
- Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

Allegany College of Maryland is committed to responding immediately to any act of sexual misconduct or sex discrimination and to providing immediate assistance and support. Interim measures designed to remedy the effects of the offense shall be offered and provided if requested by the victim/complainant. Our institutional partnerships include counseling providers (with free sessions for enrolled credit students as well as employees) and the Family Crisis Resource Center. The College also provides a list of medical resources and alternative mental health resources in the local community. While the complainant has the right to choose whether to notify law enforcement, Allegany College of Maryland strongly encourages victims of sexual assault, relationship violence, stalking and related Title IX crimes to report the crimes, to seek orders of protection from the court, and to actively participate in prosecutions. The College will assist with these measures – including enforcing court orders. The College also has internal disciplinary procedures if the assailant is a student* (Code of Student Conduct) and if the assailant is an employee (Human Resources disciplinary policies).

As new guidance/regulations are issued by the United States Department of Education (beginning in September 2017), Allegany College of Maryland incorporates any new requirements to existing procedures. Additionally, the Dean of Student & Legal Affairs/Title IX Coordinator monitors the legal landscape for guidance discerned via judicial decisions and trial verdicts.

New: Several of the College’s procedures to implement its Sexual Misconduct and Sex Discrimination policy were updated in 2018 to satisfy the new guidance offered by the United States’ Department of Education pending final regulatory changes. The College’s Title IX Coordinator reviewed the proposed new regulations when they were released in late Fall 2018.
New: The College’s Sexual Misconduct and Sex Discrimination Policy was updated in Summer 2019 to meet Maryland mandates; the following provision was added.

VI. Maryland Law/Regulation
The College shall comply with Maryland Education Article § 11-601 regulating institutional disciplinary procedures. Students who allege a policy violation of or who respond to an allegation of a policy violation shall have the rights as described in accompanying procedures, and the College shall adopt and follow the disciplinary procedures described in accompanying procedures.

As noted, procedures were also updated including additional information sheets posted on the web page: https://www.allegany.edu/title-ix/index.html.

See the Appendix for additional information related to the College’s compliance with Title IX requirements – including possible resolutions and consequences/sanctions.
Part V – Related Policies & Procedures

The following policies and procedures exist at Allegany College of Maryland at this writing as an important safety measure for students, staff, faculty, and visitors.

PROCEDURE: TIMELY WARNINGS

» The Clery Act requires colleges to alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes; any Clery-reportable crime against person or property that is (1) reported to campus security authorities or local police agencies and (2) is considered by the institution to represent a serious or continuing threat to students and employees requires the issuance of a Timely Warning. Allegany College of Maryland has a protocol created by and implemented with Campus Security for the issuance of any Timely Warnings; this protocol uses a Timely Warning Determination Form that assesses the nature of the crime/threat, indicates whether a Timely Warning will be issued (with written justification), indicates how the Timely Warning will be communicated, and is approved by 2 of the following ACM employees: Campus Safety/Special Police Director, Dean of Student & Legal Affairs, President (or designee). (See Appendix.)

» No such warnings were issued in 2018.

Policy: Alcohol & Drug Use

*Policy has been revised in 2019 and is pending institutional review.

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illicit drug use and free of unlawful alcohol use. The College supports the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission. It is the College’s intention to provide and maintain a work environment for employees and students that is drug-free, healthful, safe, and secure. When a student is on campus, the student is expected to be in an appropriate mental and physical condition, free of any illegal drugs/alcohol and capable of fulfilling their daily duties. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (as defined by the Controlled Substance Act 21 U.S.C. section 802 and further defined at 21 C.F.R. sections 1300.11 - 1300.15) and the unlawful possession or use of alcohol on College property or as part of any College-sponsored activities off-campus is absolutely prohibited. Any unlawful activity with controlled substances or alcohol by students while involved with a College activity, on or off the campus, will not be tolerated.

Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes drug use and activity as a potential health, safety, and security problem. Students requiring assistance in dealing with drug or alcohol abuse or dependency are encouraged to seek counseling and/or medical assistance through the use of the College's health insurance plan, as may be appropriate, or through the Student Assistance Program which offers counseling and referral.

Certain student financial aid awards may only be made if the student is willing to certify or pledge that they will not engage in unlawful activities with regard to drugs and alcohol.

Violations of this Policy statement shall be immediately addressed by the College and may result in disciplinary action which could include expulsion. The College may also refer violations for criminal prosecution by civil authorities where circumstances warrant.

Prevention Program

• Education
• Intervention & Referral
• Alcohol & Drug Abuse Resource Manual published annually with hard copies available in the Office of student & Legal Affairs and posted online.
• Community resources including a comprehensive list of addiction services maintained in the Office of student & Legal Affairs.
• Biennial Review – underway in the FY19 and FY20 academic years.
• See below for additional information specific to the heroin/opioid crisis

**Heroin/Opioid Crisis & Response**

During the 2016-2017 academic year, Campus Safety/Special Police officers were required by the Director to receive training in the administration of Naloxone in the event of a heroin/opioid overdose on campus. The Residence Life Director also participated in the training. Beginning in Summer 2017, the College adopted the Heroin & Opioid Prevention Awareness Policy and companion implementation procedures in compliance with Maryland’s HOPE Act (Heroin & Opioid Prevention Effort and Treatment Act of 2017). This compliance initiative is designed to educate students, increase awareness, deter use (including experimentation), encourage treatment for abuse/addiction, and properly store, administer, and follow-up Naloxone and other overdose reversing medications. In addition to the law’s mandates, the College created a dedicated drug and alcohol web page which includes the following information: Alcohol and Drug Abuse Resource Manual, Allegany County Health Department drug and alcohol treatment brochure, CDC fact sheet, Code of Student Conduct, ACM counseling resources, heroin and opioid resources, Maryland 2016 Overdose Annual Report, link to Chasing the Dragon and link to Chasing the Dragon trailer, link to Prescribe Change [Maryland], and link to CDC overdose epidemic. Additional resources and links were added during FY18. All major college publications and all course syllabi contained language referring the reader to another dedicated web page containing notifications – including a message directing readers to that drug and alcohol web page: [https://www.allegany.edu/drug-and-alcohol-information/index.html](https://www.allegany.edu/drug-and-alcohol-information/index.html).

Since local law enforcement reports that 90% of crime is driven by drugs, greater education and awareness of the risks of drug activity is an important safety strategy.

**Procedure: Missing Student**

Allegany College of Maryland is committed to the safety and welfare of students and has a detailed protocol to implement if a student is reported missing or in danger. In summary, this protocol involves the following elements: determining if the student is missing, notification of essential persons including family and law enforcement, search/investigation, and timely warnings as appropriate. The detailed protocol is in the Appendix.

**Allegany College of Maryland had no reports of a Missing Student in 2018.**

**Procedure: CAMPUS EMERGENCIES**

**Notification**

» Allegany College of Maryland has a systematic protocol for notifying the campus community/ties about emergencies and dangerous situations. In addition to the Timely Warnings discussed above for criminal activity, the College uses the following, additional means of communicating significant incidents: e-Safe (an emergency text messaging service), email, communications tree (verbal alerts), electronic message boards, fliers posted on bulletin boards, classroom announcements, and publicity statements released to local media outlets such as radio stations and newspapers.

» Allegany College of Maryland’s senior leadership, known as President’s Staff, is charged with the creation of and compliance with this protocol, the determination of when and how such information is communicated, and – at times – the determination of the communication’s content.

**Incident Management**

» Allegany College of Maryland, in the event of a significant emergency or dangerous situation, will have a designated Incident Commander (typically the Director of Campus Safety/Special Police or Physical Plant Director) who is responsible for organizing the response team, analyzing the situation, planning for needed resources, tracking the event, keeping records, and submitting information to be released. The Incident Commander reports directly to the Emergency Response Director (president or vice president) who supports the
Incident Commander and has the authority to approve resources and expenditures as needed. Information appropriate for release during and after the incident (see immediately above for more details) is communicated to the campus community by the College’s Public Information Officer.

- When information is to be released, the Incident Commander, in consultation with President’s Staff (or the appropriate, available members depending upon the circumstances) will consider many factors: safety (highest priority), preventing escalation of the event/incident, reassuring all constituencies, preventing interference with any ongoing response/investigation/rescue, safeguarding confidentiality/privacy, cooperation with other community officials, and more.

- The College’s protocol also includes follow-up Consequence Management which could be staff debriefing, psychological services, and procedure changes.

- The persons/Organizations responsible for carrying out this process in 2017 were
  1. 911
  2. Dr. Cynthia Bambara, President
  3. Dr. Kurt Hoffman, Senior Vice President Instructional Affairs
  4. Christina Kilduff, Vice President Finance
  5. David Jones, Vice President Advancement and Community Relations
  6. Robert Cuthbertson, Campus Safety/Special Police Director
  7. Adam Phipps, Physical Plant Director

Pennsylvania Campus

- The Bedford County Campus Emergency Management Committee met several times during 2016 to continually update the Emergency Procedures posted in all areas along with the building evacuation diagram. Fire drills held annually were facilitated by the Everett Area Volunteer Fire Company.

Publications

- Allegany College of Maryland publishes an Emergency Procedures flip chart that includes specific information about maintenance/utility failures, notifying/reporting emergencies, suspicious behavior, crime or criminal behavior, fire, civil disturbance or demonstration, medical health emergencies, weather emergencies, hazardous material emergencies, hostage/barricade/active shooter, bomb threat, and evacuation/lockdown procedures. Starting in 2019, the information is located on the Campus Safety/Special Police webpage.

- New: Emergency Communication Plan has been in development during the FY18 and FY19 academic years; this plan details how the College will communicate with internal stakeholders and the larger local community when an emergency occurs. It is managed entirely by Advancement/Public Relations.

Testing/Drills

- Allegany College of Maryland (Cumberland Campus) has begun regular testing of its emergency procedures particularly fire safety procedures in 2017-2018.

Procedures: WILLOWBROOK WOODS

*From the Housing Guide and related Residence Life publications*

- In addition to the 24-hour Security staffed Gatehouse at the gated entrance to Willowbrook Woods, Residence Life provides 24 hour support to all residents. Residence Life staff is comprised of Professional Staff and Resident Assistants. During the College’s business hours (typically 8:30am – 4:30 pm Fall/Spring semesters), professional staff members are on campus and available to residents as needed. After business hours, a Resident Assistant is always on duty as a “first responder” to issues, concerns, problems, etc. in Willowbrook Woods; they may be assisted by Security and/or Maintenance personnel as needed. Furthermore, a member of the professional staff is always on duty after business hours to respond to emergencies and/or problems beyond the training/expertise of the Resident Assistants; the professional staff member is required to be within 15 minutes of campus when on duty.
» New: Cameras have been installed throughout Willowbrook Woods during the FY18 and FY19 academic years with all external areas now covered.

» To anticipate and prevent problems among roommates (including conflicts and misconduct), all residents are required to participate in the creation of a Roommate Agreement which covers the common sources of conflict with college roommates (i.e., sharing personal belongings, noise, tidiness, cleaning chores, temperature, and more). The agreement becomes a social contract the residents must follow unless/until everyone agrees to change a term; in the event of conflict, the roommates should refer back to the Roommate Agreement for guidance.

» If roommate conflicts are not resolved or include issues not covered in the Roommate Agreement, Residence Life Staff offers mediation as a vital service to restore harmony in the apartment and to prevent escalation of tensions. Informal mediation can be conducted with a Resident Assistant. Formal Mediation is conducted with 2 professional staff members

» From the Housing Guide: Each resident should follow these fundamental personal safety practices:
  - Always lock doors and windows
  - Never open your door to a stranger OR enter a stranger’s apartment or bedroom alone.
  - Be aware of your surroundings and the location of your belongings at all times.
  - Make sure your roommates/friends know where you are.
  - Get to know your neighbors.
  - Do not walk alone outdoors at night.
  - Do not leave cash or valuables unsecured.
  - Have your valuables (e.g., computers, stereos, televisions) engraved by Security.
  - Maintain a detailed description of valuables to aid in identifying/recovering of any lost/stolen items.
  - Program Security’s number into your cell phone (301-784-5555) and call anytime you feel unsafe.
  - CALL 911 IN AN EMERGENCY!

» Willowbrook Woods has a detailed list of guest procedures and careful, reasoned restrictions on the access of visitors – including host registration, guest badges, and mandated departure hours. Hosts are responsible for the actions of their guests whose presence in Willowbrook Woods is a privilege, not a right.

» Willowbrook Woods maintains and posts a list of persons who are banned from Housing property. This list is extremely important for the safety of everyone since people can be banned for a variety of reasons – including past violent or otherwise dangerous behavior. Each resident is responsible for checking the list at least weekly, and residents are not permitted to host, accompany, or otherwise enable a banned person to be on Housing property. Residents who do so will face disciplinary action which could result in expulsion from Willowbrook Woods. Partly for this reason, we ask that all residents make sure they know the first and last names of every person with whom they associate – including visitors to their apartment and their roommates’ guests. If a resident (or any person) is aware that a trespasser is in Willowbrook Woods, the resident should exit the area and notify Security immediately. Allegany College of Maryland will prosecute trespassers, and the local judges sometimes impose active jail sentences.

» Allegany College of Maryland sponsors an E-Safe distribution list specifically for Willowbrook Woods.

» Residents are not permitted to share or lend their assigned keys.

» From the Housing Guide/Personal Interaction: Every resident is expected to treat others with dignity, courtesy, and respect at all times, while being cautious about taking risks with people you may not know well. The emotional bonds of closeness tend to be made quickly and easily in a college environment, but you should never allow yourself to be alone or isolated with someone who is – in reality – a stranger to you. You should also always make sure you know people’s full names (first and last); nicknames might be common, but someone who isn’t willing to tell you his/her full name likely has something to hide. Never, ever leave a drink unattended – as someone could spike it or put a dangerous drug in the drink. (Remember, alcoholic beverages of any kind are strictly prohibited at Willowbrook Woods!)

» From the Housing Guide/Sexual Activity: Housing Staff will not get into your business, but we discourage all forms of casual sexual activity. If you choose to engage in sexual activity, be sure you are practicing the safest possible practices to avoid disease, pregnancy, and injury. The Allegany County Health Department is a neighbor to the College; that agency has free/reduced cost contraceptives and intimate health care within easy walking distance. Obviously, any non-consensual activity is forbidden; assaults, harassment, and other forms of abuse are NOT tolerated. The College strongly encourages students to report such violations to both the police and to the College for immediate action.

» From the Housing Guide/Vehicle Searches: All vehicles entering Willowbrook Woods must comply with Maryland’s Motor Vehicle Code… Willowbrook Woods Security may, at random or due to a specific concern,
search vehicles (including trunks) to stop non-residents and unwelcome guests from entering housing by hiding in a resident’s vehicle. If a driver does not cooperate with a search or vehicle has a mechanical failure, the car will be denied entry.

From the Housing Guide /Drug Sweeps: The College works with Cumberland Police, Maryland State Police, and the States Attorney to do random, unannounced searches of housing for illegal substances. This involves bringing C3I units onto campus and having trained drug dogs search housing [as part of their routine training]. Only if a dog indicates a positive alert on an exterior apartment door will police, with the consent of the student or management, do a search of the apartment for illegal substances. Any resident whose apartment, bedroom, vehicle, personal property, trash, etc. is “hit” by a trained drug dog will be subjected to disciplinary action under the Code of Student Conduct. – in addition to any criminal charges brought by local authorities. Unless the resident can adequately explain the “hit”, s/he can be held responsible for the presence of illegal substances and sanctioned accordingly.
Part V – Fire Statistics

The following statistics for calendar year 2018 were reported to the United States Department of Education in September, 2019.

<table>
<thead>
<tr>
<th>Fire</th>
<th>On Campus</th>
<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Fires</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cause = Intentional (arson must also be reported in the Crime Report)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cause = Unintentional</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cooking</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Smoking materials</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Open Flame</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Heating Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hazardous Products</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Machinery/Industrial</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Natural</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cause = Unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of deaths</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of injuries</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>*Requiring treatment at a medical facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Value of Property Damage - $$</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Part VI – Polices & Procedures (Fire/Prevention)

The following [fire-related] POLICIES/PROCEDURES exist at Allegany College of Maryland to promote the safety and well-being of all persons at the institution.

CAMPUS FIRE RECORD AND RELATED INFORMATION

» Allegany College of Maryland (via Student & Legal Affairs) maintains a Fire Record by compiling incident reports generated by Campus Safety/Special Police, local officials, and/or other personnel. Personally identifying and/or protected information shall be redacted as appropriate. Records are available for public inspection (upon request) during normal business hours. Fire Records shall be maintained for at least four years.

» Allegany College of Maryland publishes Emergency Procedures that includes specific information about maintenance/utility failures, notifying/reporting emergencies, suspicious behavior, crime or criminal behavior, fire, civil disturbance or demonstration, medical health emergencies, weather emergencies, hazardous material emergencies, hostage/barricade/active shooter, bomb threat, and evacuation/lockdown procedures. This information is located on Campus Safety/Special Police website.

» New: fire panels were replaced in Cumberland campus buildings in 2018 by West Security.

» Fire alarm testing was conducted on the main Cumberland campus in Summer 2018, December 2018.

» A malfunctioning fire alarm was replaced in the Humanities Building (Cumberland Campus) in Summer 2018; until that process was complete and successfully tested, Security provided a “fire watch” for safety reasons.

» Fire Drills were conducted on the main Cumberland Campus in Summer 2018 and Summer 2019 for the STEP program students across multiple buildings.

Bedford County campus
Emergency Response/Evacuation

» The Emergency Management Committee met several times during 2018 to continually update the Emergency Procedures posed in all areas along with building evacuation diagram. Fire drills held annually were facilitated by the Everett Area Volunteer Fire Company. The October 10, 2018 fire drill resulted in the building being totally evacuated in one minute and twenty-two seconds.

Education /Training

» The Bedford County Campus Management Committee provided safety training programs at the campus. The Everett Volunteer Fire Company conducted a fire drill at the campus and provided feedback and suggestions to improve evacuation times. Evacuation and fire safety were presented and discusses at faculty orientation. Fire safety procedures are discusse5 during new student orientation. Staff and faculty annually receive emergency procedures manual that describes response methods and practices.

Persons/Organizations to whom Fires must be Reported

» 911

» Robert Cuthbertson, Campus Safety/Special Police Director

» Adam Phipps, Physical Plant Director

» Administrators, faculty, and staff as necessary or needed

STUDENT HOUSING FIRE SAFETY SYSTEMS

» Allegany College of Maryland offers student housing, Willowbrook Woods, for 236 residents in a garden-style apartment complex organized into 5 buildings of 3 floors with 4 apartments per floor and a Clubhouse. Each floor has a fire alarm pull station. Each apartment is fully equipped with smoke detectors, sprinklers, and a fire extinguisher. During summer 2018, the bedroom smoke detectors were all upgraded to 10-year sealed lithium battery tamper proof alarms. Alarms on the bedroom hallways are hard-wired to the fire panel (“fire dialers”) for
January – December, 2018

each building with direct connection to local 911 – effective summer 2019. Tampering with fire safety equipment is a serious violation of the Code of Student Conduct. Additionally, Willowbrook Woods was serviced by BFPE International through summer 2019 a private fire, safety, and security company which monitors the electronic systems and notifies both 911 dispatchers and designated College officials whenever the systems are activated. The College changed vendors to Johnson Controls, Inc. which installed new equipment in summer 2019. Fire extinguishers are tested each summer by Residence Life staff; if used during the year, they are immediately refilled. Other safety systems include the live-in Area Coordinator, 5 Resident Assistants who conduct regular, nightly rounds, a professional staff member on-call during non-business hours, Gatehouse Security, and walking Security during the overnight hours. (A second Area Coordinator position was proposed in Fall 2018 as part of the annual budget process; this request was ultimately approved and the position filled starting 07/01/19.) All residents are provided the contact information for essential safety personnel and are given critical fire safety information during the mandatory one-day Orientation for all new residents at the start of each semester. All residents are provided a list of prohibited items which includes electrical appliances as noted below and other items which pose risk of fire safety (eg., gasoline powered items, smoking devices, grills, live Christmas trees, fireworks, oil lamps, combustible/flammable liquids, and candles/incense. Finally, the local Fire Marshall inspects Willowbrook Woods each summer prior to the residents’ late August arrival.

STUDENT HOUSING FIRE SAFETY POLICIES/RULES

Health & Safety Inspections

» Willowbrook Woods Residence Life Staff conducts periodic Residence Life Staff conduct periodic health and safety inspections; these inspections are conducted by Building and are always announced in advance. Additional inspections are conducted at Thanksgiving, Winter Break, Easter Break, and the end of Spring Semester. The purpose of the inspections is to prevent or correct conditions which can be dangerous to the welfare of residents, guests, and staff. Staff will be looking for signs of vermin/pests, fire/safety hazards, contraband, and the like.

Fire Drills

» Willowbrook Woods’ Residence Life Staff, led by the Area Coordinator and the Resident Assistants, notifies residents that it will conduct fire drills that includes all 5 buildings at least once each semester. These staff members are trained in the fire drill procedures, and the Housing Guide issued to all residents provides detailed information about fire drills & fire emergencies including mandatory evacuations, where residents meet (by building), minimum distance requirements, staying out of parking lots, and not interfering with rescue personnel. Fire drills are planned for days/times when the most residents will be in their building to maximize this important practice for a real fire. Any resident who refuses to evacuate during a fire drill faces prompt disciplinary action under the Code of Student Conduct.

Portable Electrical Appliances

» Willowbrook Woods bans the following electrical items: space heaters, appliances with exposed heating elements, immersion coils, halogen lamps, and sun lamps.

Smoking

» Effective August 19, 2013 and pursuant to a campus-wide policy, Willowbrook Woods does not permit smoking on any housing property (or Allegany College of Maryland property). Smoking devices such as hookahs and e-cigarettes/vaping are prohibited on any Willowbrook Woods property.
Open Flame
» Willowbrook Woods does not permit open flames of any kind in any location. As noted above, grills, fireworks, candles/incense are prohibited. (However, candles for designated religious purposes are permitted for limited times/locations with prior approval by the Residence Life Director.)

Evacuation Procedures
» In event of an uncontained fire or a fire drill, the Area Coordinator, Security, and Resident Assistants follow the following procedures:
  1. Determine the location/severity of the fire.
  2. Pull the fire alarm in the affected building.
  3. Call 911.
  4. Notify Gatehouse Security that 911 is called and why.
  5. Initiate emergency contact list.
  6. Assist with evacuating the affected building and assist staff (“pound” on each door, direct all students outside, close any doors left open).
  7. Direct residents away from the affected building to the pre-designated locations.
  9. Keep students away from parking lots.
 10. Keep students from re-entering the building until fire officials have cleared the building.
Part VII – Education & Training

Campus Education & Training Programs (for Students, Faculty, and Staff)

» Key documents to inform students, faculty, and staff include the Student Handbook, Student Services Booklet, Employee Manual, Housing Guide, Willowbrook Woods application packet, and numerous brochures which are distributed across campuses.

» The Bedford County Campus Emergency Management Committee provided safety training programs at the campus. The Everett Volunteer Fire Company conducted a fire drill at the campus and provided feedback and suggestions to improve evacuation times. Evacuation and safety were presented and discussed at faculty orientations. Fire safety procedures are discussed during new student orientations. Staff and faculty annually receive an emergency procedures manual that describes response methods and practices.

» Brochures List:
  - Crime Prevention and Safety Tips for Students
  - eSafe – information card
  - Allegany County Fire Safety in the Home
  - Stay Safe On and Off Campus – information card
  - Family Crisis Resource Center – information card
  - Title IX
  - Sexual Harassment on Campus
  - Student Counseling Program
  - Quick Reference Guide to Student Discipline
  - Dealing with Difficult Students (and Parents, Visitors, and Guests)
  - Drug & Alcohol Abuse Treatment Resources
  - Allegany County Health Department Service Directory

» Allegany College of Maryland implemented a new campus-wide policy to ban smoking and tobacco use on all campuses and all property owned/managed by the College; this policy became effective August 19, 2013.

» Allegany College of Maryland uses a committee structure in providing education and training to faculty and staff; Human Resources Development Committee selects, funds, and organizes workshops.

» Allegany College of Maryland’s Office of Student Life selects, funds, and organizes educational opportunities for students which includes the annual presentation of Equalogy Playwrights (professional plays on domestic violence and sexual assault).

» Residence Life Staff (including student Resident Assistants) selects and organizes educational opportunities for Willowbrook Woods residents and routinely disseminates personal safety information – including, but not limited to, guidance on how to protect personal property during breaks when housing is closed.

» Fire safety information is posted prominently in each Willowbrook Woods apartment.

» Emergency telephone numbers are posted prominently in each Willowbrook Woods apartment.

» Residence Life Staff produces and distributes via email a regular Willowbrook Woods newsletter containing information about numerous topics – including personal and community safety tips.

» The Bedford County Campus Emergency Management Committee provided safety training programs at the campus. The Everett Volunteer Fire Company conducted two fire drills at the campus and provided feedback and suggestions to improve evacuation times. Evacuation and safety were presented and discussed at faculty orientations. Fire safety procedures are discussed during new student orientations. Staff and faculty annually receive an emergency procedures manual that describes response methods and practices.

» The committee also worked cooperatively with Campus Safety/Special Police Director to discuss and develop strategies for safety and security. Emergency response training is provided to the faculty and staff throughout the year. The Emergency Response information is now posted online (Campus Safety/Special Police page).

» Campus Safety/Special Police and the Dean of Student & Legal Affairs attend annual Crime Prevention Training at Garrett College.

In accordance with the U.S. Department of Education Regulations, Allegany College of Maryland distributes access to the Annual Security and Fire Safety Report to all current students, staff, and faculty. In addition, the report is available to prospective students, staff, and faculty upon request. Contact the Dean of Student & Legal Affairs at (301) 784-5206 if you would like to receive a paper copy of this report.
Crime & Fire Report
Appendices / Attachments

- Clery/HEA Reporting Offenses
- Clery/HEA Reporting Authorities
- S&LA Incident Communication Form
- S&LA Student Concern Referral Form
- Safety Risk Policy
- Code of Student Conduct Executive Summary
- Ix3 Team Purpose & Protocol
- Timely Warning Determination Form
- Missing Student Protocol
- Personal Crime Protocol
- Property Crime Protocol
- Sexual Misconduct and Sex Discrimination Policy
- Title IX Complaint Form
- Title IX – Frequently Asked Questions
- Title IX – Quick Reference Guide
- Title IX – Resolutions/Consequences
- Hazing Information sheet
- Hate-Bias Information sheet
- Discrimination Complaint Form
CRIMINAL OFFENSES (on campus, housing, non-campus, public property)

- Murder / Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses – forcible
- Sex Offenses – non-forcible (incest, statutory rape only)
- Robbery (taking/attempt property from a person by force, threat of force, violence, or putting person in fear)
- Aggravated Assault (unlawful attack upon a person to inflict severe or aggravated bodily injury; usually with a weapon)
- Burglary (B&E + intent to commit theft or a felony)
- Motor Vehicle Theft (theft/attempt theft of motor vehicle)
- Arson (willful or malicious burning / attempt of dwelling, public building, vehicle, personal property)
- Domestic Violence
- Dating Violence
- Stalking

ARRESTS & DISCIPLINE (on campus, housing, non-campus, public property)

- Illegal Weapons
- Drug Law Violations
- Liquor Law Violations

HATE CRIMES (on campus, housing, non-campus, public property)

- Murder / Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses – forcible
- Sex Offenses – non-forcible (incest, statutory rape)
- Robbery
- Aggravated Assault
- Burglary (B&E + intent to commit theft or a felony)
- Motor Vehicle Theft
- Arson
- Any other crime involving bodily injury
- Larceny / Theft
- Simple Assault
- Intimidation
- Vandalism / Destruction of Property

Specify if hate crime targeted:

» Race
» Religion
» Sexual orientation
» Gender
» Disability
» Ethnicity / national origin

FIRE STATISTICS (on campus, housing, non-campus, public property)
Fire = any instance of open flame or other burning in a place not intended to contain it or in uncontrolled manner.
Number of Fires, injuries, deaths
Cause of each fire (intentional, unintentional, and unknown)
Value of Property Damage

On campus = owned/controlled by ACM & located on its campus
Noncampus = owned/controlled by ACM but not located on its campus
Public property = roads, streets, public thoroughfares, and parking that is located on campus, adjacent to campus, or accessed from campus
Housing = student housing owned/controlled by ACM
Allegany College of Maryland

CAMPUS CRIME REPORT to the U.S. DEPARTMENT OF EDUCATION
REPORTING AUTHORITIES

Educational institutions receiving Title IV funds must document certain types of crime that occur on campus property. Each entity/person described below is required by federal law to report any crime/suspected crime, and all reporting authorities must provide this data annually to the college official who completes the Campus Crime Report. At Allegany College of Maryland, that official is Dr. Renee Conner, Dean of Student & Legal Affairs. Failure to report crimes not only puts students and employees at risk, but it also violate the federal Jeanne Clery Act, thereby jeopardizing federal funding.

MANDATED REPORTERS:

- Allegany College of Maryland Security
- Dean of Student & Legal Affairs
- Director of Residence Life
- Area Coordinator
- Director Student Life
- Faculty/Staff *
  * The Clery Act requires any individual with significant responsibility for student/campus activities to report criminal activity. Essentially, if you have frequent contact with students outside the classroom or your regular job duties, you are considered a reporter. If you are a club/organization adviser, you are considered a reporter. If you are involved in athletics, you are a reporter.
- Bedford County Campus Student Services
- Cumberland City Police
- Pennsylvania State Police (Somerset & Bedford)

Of course, if you hear about a crime in some other capacity, we still want you to report it! If you are unsure what to do, call Campus Security at x.5555 or Dr. Conner at x.5206.

In an emergency, always call 911 first; campus security should be your second call. In a non-emergency, local law enforcement should be contacted. Then contact the Dean of Student & Legal Affairs via phone, email, or office drop-in. You may use a Student Development Referral form right away; this form is in Public Folders via All College Folders / Forms / S&LA.) You should also write a detailed statement for your own records – in case you testify in court.

Criminal matters may be handled by the police/courts and by the College’s disciplinary system; these investigations are not mutually exclusive, and we often cooperate with each other. (Remember that rules of evidence/procedure and standards of proof are vastly different, so the outcomes of dual investigations may be different.) If FERPA permits, I will be happy to tell you what action, if any, was taken. Thank you for your help!
STUDENT CONCERN REFERRAL FORM

Please use this form whenever you have an issue or concern about a student (or group of students or even an unknown student). Examples of matters to be referred include – but are not limited to – counseling needs, community assistance, diversity support, misconduct/behavior, and/or health/safety issues. Be sure to make the referral promptly so your issue/concern can be addressed in a timely fashion. Always contact Campus Security at ext. 5555 in a safety emergency. Thank you!

- **Your** Name: ____________________________
  If you do NOT have a College email address, please provide contact information here.

  | Student Name: ____________________________ | Date of incident/issue: ___/___/___ |
  | What happened? (Give details; identify everyone who was present; & use extra sheets if necessary.) |
  |__________________________________________________________________________________________|
  |__________________________________________________________________________________________|
  |__________________________________________________________________________________________|
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  |__________________________________________________________________________________________|
  |__________________________________________________________________________________________|

- Does the student(s) know you are making a referral? No / Yes
- Have you reported this matter to anyone else? No / Yes (who?) ____________________________
- Is there anyone else I should contact for information? No / Yes (who?) ____________________________
- What, if anything, would you like to see happen now? (No promises, but I’d like your input.)

Thank you for caring about our College community. I will act upon this information appropriately and, if FERPA permits, will be happy to tell you what action was taken. Please contact me if you have more information about this student/incident. Thank You.

Revised July 2015
Incident/Information Communication Form (Documentation)

Any incident or significant information about a student shall be documented and forwarded to the appropriate College Official(s). Complete the form electronically and submit to Dr. Conner @ rconner@allegany.edu; don't forget the narrative!

YOUR NAME ____________________________________________ Date of Report: __/__/____

DATE of incident/event __/__/____ DAY of incident/event ____________ TIME of incident/event: ______:____ am/pm

LOCATION (be specific!) _______________________________________________________________________________________________________________

INCIDENT/INFORMATION TYPE (SELECT ALL THAT APPLY)

- ☐ Accident/Injury
- ☐ Medical Emergency
- ☐ Fire
- ☐ Mental Health Emergency
- ☐ Crime
- ☐ Personal Problem
- ☐ Health / Safety at risk
- ☐ Code of Student Conduct Violation
- ☐ Other / Describe: _______________________________________________________________________________________________________________

Who was present or involved? (include witnesses, staff members, guests, etc.; use additional sheets if needed)

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact (ie., phone # or room #)</th>
<th>Role (ie., victim, accused witness, staff, etc.)</th>
</tr>
</thead>
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</tbody>
</table>

Was anyone injured or was there any property damage/loss? ☐ No ☐ Yes

<table>
<thead>
<tr>
<th>Name</th>
<th>Injuries</th>
<th>Location</th>
<th>Property Damage/Loss</th>
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</tbody>
</table>

Narrative/What happened? (ie., describe what happened in detail – including any specific action(s) you took and/or information you gave to any person such as referrals, brochures, etc.)

Was law enforcement or fire/rescue notified? ☐ No ☐ Yes

What, if anything*, do you think should happen next? (Please be specific including any particular reason(s)
*If you do not want the College to take any action, you must state that preference very clearly; the College may or may not be able to honor your request.)

I HAVE READ THIS DOCUMENT IN ITS ENTIRETY. BY SIGNING / SUBMITTING, I CERTIFY THAT ALL THE CONTENTS AND ANY ATTACHMENTS ARE TRUE AND COMPLETE. ANY INACCURATE, MISLEADING, OR INCOMPLETE INFORMATION COULD RESULT IN THE MATTER BEING CLOSED WITHOUT ACTION AND/OR OTHER APPROPRIATE ACTION (INCLUDING DISCIPLINARY ACTION BY THE COLLEGE WHERE APPROPRIATE).

_____________________________________  ____/____/____
Signature (submitting the form electronically is permitted; submission shall be treated as your certification)
Allegany College of Maryland

Safety Risk Policy – Admissions Procedures

*No longer in effect 02/12/18

**Policy Statement:**
“Allegany College of Maryland strives to provide quality education and services in a safe and comfortable environment at a reasonable cost. Anyone who satisfies our admissions criteria and who is at least sixteen year of age is admitted to Allegany College of Maryland. ACM reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who ACM determines represent a safety risk to students, faculty, or staff.”

**Implementation Protocol:**

- The term application includes both applications for admission and applications for readmission.
- Allegany College of Maryland’s admission application will ask applicants questions about their criminal and disciplinary background. The signature portion of the application will include a certification that all information is true/accurate, that any omissions or inaccuracies could result in dismissal from the College, and that the applicant agrees to abide by all College rules, policies, and regulations as well as local, state, and federal laws. Applicants are required to disclose their complete criminal and disciplinary history – regardless of outcome.
- Any applications that disclose a history which demonstrates the applicant’s presence creates a safety risk will be referred to the Applications Review Committee for action. Any application about which independent information is known regarding a history which demonstrates the applicant’s presence creates a safety risk will be referred to the Application Review Committee for action. Each application referred to the Committee shall be evaluated individually based upon the information available when application is submitted including but not limited to the applicant’s statement, public court records, and other information available to the institution at that time. The Committee may ask for additional information prior to making a decision, and applicants may submit new or additional information to supplement their original applications.
- When reviewing an application, the Committee will balance campus safety with educational opportunity by considering the following factors: nature of the criminal/disciplinary history (ie., type of violations), number of incidents, the existence of a pattern of misconduct, age of the applicant at the time of the incident(s), when the incident(s) occurred, when the applicant was released from incarceration, whether the applicant has been the subject of any peace/protective orders, compliance with prior directives from officials including but not limited to courts and probation officers, and any evidence of rehabilitation. The Committee may consider other factors as appropriate for the circumstances.
- Admission (or re-enrollment) may be granted, granted with conditions, or denied upon a majority vote of the committee. If an applicant is denied admission, the Committee will also determine if s/he is also banned from campus as a visitor or member of the general public. Applicants will be notified of the committee’s decision in writing by the Office of Admissions/Registration.
- Conditions may include course/courseload restrictions, schedule restrictions, campus activity restrictions, monitoring, disciplinary probation, or other conditions deemed necessary for campus safety. Any applicant admitted on the condition of disciplinary probation will be sent an additional letter from the Dean of Student & Legal Affairs. Applicants granted conditional admission accept the condition(s) by choosing to enroll.
- Applicants whose admission has been denied may appeal to the Admissions Committee by submitting a detailed letter stating the basis for their appeal as well as any supporting documentation. The Director of Admissions/Registration will forward all relevant paperwork to the Admissions Committee. Applicants will be notified of the committee’s decision in writing by the Director of Admissions/Registration. Applicants whose admission is still denied may appeal to the College President. The Director of Admissions/Registration will forward all relevant paperwork to the College President, whose decision is final.
- All applications will be reviewed and decisions may be made on the basis of the written record; interviews are not required and may be conducted solely at the discretion of the Application Review Committee.
- Applicants who fail to disclose a criminal or disciplinary record (regardless of outcome) and are admitted under false pretenses will be subject to one of two procedures. If the false information, inaccuracies, or omissions are discovered before they enroll and classes begin, the application will be referred to the Application Review Committee for a determination as described above. The Application Review Committee may grant admission, grant admission with conditions, or rescind admission upon a majority vote of the committee. If the false information, inaccuracies, or omissions are discovered after the applicants enroll and classes begin, the matter will be referred for action pursuant to the Code of Student Conduct.
- Applicants who are admitted but who obtain new criminal charge(s) or disciplinary action(s) before their first semester of classes begin will be notified that their applications have been referred to the Application Review Committee for processing in accordance with these protocols.

Procedure updated on November 2007 – appeal to Admissions Committee (formerly Student Service Appeal Committee)

Procedure updated in February 2014 – no interviews by Admissions Committee or College President (formerly optional)
Allegany College of Maryland

Safety Risk Policy – Visitors/Public Procedures

Policy Statement:
“Allegany College of Maryland strives to promote a college that enhances lives and the community through education and service. We welcome the public and service providers to our campus. All visitors are expected to conduct themselves appropriately and lawfully at all times. ACM reserves the right to deny entrance to the College or to remove persons from the College grounds who pose a safety risk to our students, faculty, staff, other visitors, or property.”

Implementation Protocol:
- These procedures do not apply to credit students or employees.
- These procedures apply to non-credit students or any member of the general public.
- Persons may be deemed a safety risk based on court/criminal record(s), disciplinary record(s), or known act(s).
- Any person who has information about a person who may be a safety risk should report that information to Campus Safety/Special Police, the Office of Student & Legal Affairs, and/or Human Resources.
- Any person who is deemed a safety risk may be denied access to any campus facility/property, removed from the facility/property, and/or banned from all College facilities/property.
- Persons who are lawfully present on College property but deemed to be a safety risk based upon their actions while present on campus will be asked to leave and could be notified that they are banned from College property in the future. Law enforcement will be contacted as needed.
- The following College Officials are authorized to determine if a person is a safety risk: Director of Campus Safety/Special Police, Assistant Director of Campus Safety/Special Police, Dean of Student & Legal Affairs, Director of Human Resources, College President, or other official designated by the President.
- Persons who are banned from College facilities/property will be notified in writing by the Dean of Student & Legal Affairs; notification will be sent via mail to the persons’ address – if known. Electronic notification may be made if that is the only means of written communication with the person. Verbal notification may be made if there is no means of written communication; verbal notification may be made when the person is removed from College facilities/property or at a secure off-campus location such as local police department, courthouse, or jail.
- All determinations and notifications shall be documented by the appropriate College Official.
- Persons who are banned shall be added to the Campus Ban List.
- The Campus Ban List shall be made available to any person upon request.
- Banned persons who are present at any campus facility/property are subject to immediate removal by Campus Safety/Special Police or other authorized personnel. Law enforcement will be contacted as needed, and criminal trespassing charge(s) will be pursued as appropriate.
- The College will comply with any court order which prohibits a non-student or non-employee from being on College property.
- Any person who is banned from College property may seek reconsideration, modification, or temporary suspension of the ban by submitting a detailed written request stating the basis for the request as well as any supporting documentation to the Office of Student & Legal Affairs. The Dean of Student & Legal Affairs shall consult with appropriate College Officials including but not limited to Campus Safety/Special Police. Decisions shall be provided to the person in writing.
- Persons seeking to rent College facilities/property for an event or activity must complete an application or form, which will be modified to require names, titles, addresses, and phone numbers of staffers, organizers, or anyone who will be a known participant. The signature portion of the application will include a certification that all information is true/accurate, that any omissions or inaccuracies could result in the event/activity being cancelled, and that the College reserves the right to deny entrance of any participant deemed to be a risk to the campus.

Original procedures adopted in 2005
Procedures updated in February 2014 – campus ban, law enforcement, trespassing added
Procedures updated in Summer 2017 – memorializing prior practices and clarifying process
I. **PHILOSOPHY**
Allegany College of Maryland, hereinafter referred to as “the College” is an institution of higher learning dedicated to excellence; as stated in the College’s mission statement, “Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society.” Consequently, the College accepts its responsibility to provide a meaningful, safe, educational environment not only in the classroom but also in the library, in the residence halls, in the cafeteria, in the gym, and anywhere else we find students, faculty, staff, and visitors. To fulfill that responsibility, the College presents this Code of Student Conduct, which demands high standards in our Core Values: Respect, Integrity, Opportunity, Wellness, and Quality.

II. **AUTHORITY**

III. **JURISDICTION**
The Code of Student Conduct applies to all students on any of the College’s campuses* and to all students whose off-campus conduct (whether or not affiliated with the College or any College-sponsored activity) adversely affects the student’s fitness to be a member of the College community or is detrimental to the aims and objectives of the College. The Code of Student Conduct applies from enrollment (including between semesters) until the student graduates, withdraws from the College, or transfers to another institution without enrolling for further coursework at the College.

IV. **STANDARD OF CONDUCT AND POLICIES**
Students enrolling at any campus of Allegany College of Maryland assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. Conduct shall be consistent with the College’s Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. Each student is presumed to have fundamental knowledge of proper conduct, such as manners, keeping hands to oneself, respecting the property rights of others, listening in class, and obeying authority. Each student is likewise expected to follow all federal, state, and local laws. Furthermore, each student shall be presumed to have read the Code of Student Conduct; ignorance of its provisions shall not be a defense to violating them. Finally, the actions/behaviors prohibited in the lists that follow are not exhaustive, since every possible conduct action/behavior cannot be foreseen by College officials, and the College reserves the right to supplement the standards of conduct at any time with notice to the students. Any questions about the Code may be addressed to the Dean of Student & Legal Affairs.

A. **Personal Interaction**
1. Assault / Assault & Battery
2. Aggravated Assault
3. Threat / Intimidation
4. Sexual Assault
5. Sexual Harassment
6. Harassment
7. Bullying
8. Other / Law

B. **Respect for Property**
1. Theft / Unauthorized Use
2. Trespassing
3. Unauthorized Entry
4. Breaking & Entering
5. Robbery
6. Vandalism / Destruction of Property
7. Other / Law

C. **Health & Safety**
1. Weapons
2. Disregarding Fire Safety
3. Drugs
4. Alcohol
5. Tobacco
6. Reckless Endangerment
7. Child Endangerment
8. Enabling
9. Unauthorized Possession/Duplication of Keys
10. Traffic Obstruction
11. Unsafe Driving
12. Unauthorized Parking
13. Animals
14. Infectious Disease
15. Other / Law

D. **Peace & Order**
1. Failure to Comply [Directions of College Official]
2. Probation Violation
3. False Statement
4. Fraud
5. Disorderly Conduct
6. Inappropriate/Unauthorized Computer Usage
7. Residence/Residency
8. Unauthorized Publications/Sales
9. Other / Law

E. **Housing Regulations**
1. Photo IDs
2. Guests
3. Quiet Hours
4. Smoking
5. Banned items
6. Exceeding occupancy
7. Unregistered Car
B. Disciplinary Procedures

1. Reporting: All violations (or suspected violations) shall be reported. Reports should be made in writing when possible/practical. Once reported, all violations (or suspected violations) will be documented.

2. Initiation of Discipline: Reports will be forwarded immediately to the appropriate Hearing Officer.
   a. Student/non-resident violations (all) to the Dean of Student & Legal Affairs
   b. Non-student violations to the Dean of Student & Legal Affairs
   c. Student/resident Housing violations to Housing staff
   d. When a reported violation involves violence, force, and/or a reasonable concern that a safety risk exists, the Dean of Student & Legal Affairs may request an Order of Immediate Interim Suspension from the College President. Such an Order requires that the accused student immediately leave College grounds (including housing) and may not return for any reason (including classes) without permission from the College President – typically when either the investigation is concluded or the safety risk no longer exists. Housing residents who are accused of conduct violations that necessitate their temporary removal from [only] housing (also for safety reasons) may be suspended by either the Director of Residence Life or the Dean of Student & Legal Affairs. These residents will be responsible for finding temporary accommodations and transportation to/from campus.

3. Notice: Students accused of Code violations will be given written notice
   a. Specific policy, regulation, rule, or law allegedly violated
   b. Date (approximated, if necessary) of alleged violation
   c. Hearing date, time, and location (not less than 24 hours) or directions for the accused student to schedule a hearing.
   d. Notice shall either be sent by certified mail to the accused student’s address of record OR be hand-delivered with a signed receipt/acknowledgment by the accused student.
   e. Additional Notice may be waived in limited circumstances [false information and violations related to prior notice].
4. Investigation: Assigned hearing officer conducts investigation*
   a. Interview complainant/victim. The Hearing Officer shall ascertain whether, in fact, a violation is likely to have occurred. If there is no basis for the complaint, the matter will be dismissed immediately. False reports could trigger a new disciplinary proceeding against whoever made it.
   b. Interview witnesses; witness names may be provided by the complainant/victim, the accused student, other witnesses, College faculty/staff, and/or the hearing officer.
   c. Review incident or police report(s), if any.
   d. Review documentation or other records, recordings, videos, etc.
   e. Hearing with accused student.
5. Hearing: Accused students are entitled to an impartial, closed hearing with the Hearing Officer who may be assisted by another College official to ensure accuracy. As stated below, the accused may be accompanied by an Ombudsman*
   a. Students have the right to the attend the hearing
   (i) Failure to attend could result in decision without student’s input
   (ii) If a student is unable to attend a scheduled hearing for good cause or needs more time to prepare, s/he must contact the Hearing Officer to reschedule.
   b. Students have the right to answer and admit/deny the allegation
   c. Students have the right to decline to give a statement
   (i) Students’ failure to provide a statement will not end the process; decisions shall be made without the student’s input.
   d. Students have the right to present fact or character witnesses.
   e. Students have the right to present relevant evidence
   f. Students do not have the right to an attorney during any disciplinary proceedings, as College proceedings are non-legal in nature and are, therefore, not subject to the same rules, procedures, and standards of proof as legal proceedings.
   g. Students have the right to seek procedural assistance and information from the Ombudsman, a neutral third party who is a member of the College staff appointed by the President, who does not advocate for any position or outcome, but who is well-versed in the Code of Student Conduct. The Ombudsman may meet with accused students (as requested) to prepare for the hearing and may attend the hearing.
   *These rights apply at all hearings, including the Committee on Student Conduct.
6. Deliberation: The Hearing Officer shall take the necessary time to decide and shall re-interview any person s/he deems necessary. The standard to be applied in making decisions is preponderance of the evidence (i.e., it is more likely than not that the accused student committed the violation(s) as alleged).
7. Decision: The hearing officer shall notify the student in writing of the decision and the reasoning for that decision. It shall either be sent by certified mail to the appealing student’s address of record or hand-delivered with a signed receipt/acknowledgement by the appealing student.
   a. Findings: Not responsible/not in violation OR Responsible/in violation
   b. If found not responsible, report/file will be closed and nothing will be noted in the student’s official disciplinary records
   c. If found responsible, sanction(s) shall be imposed.
8. Sanctions: A response appropriate for the offense will be imposed.
   a. Censure: A written reprimand placed in the student’s disciplinary file.
   c. Educational Sanction: An exercise intended to help the student learn.
   d. Probation: A period of time when the student’s conduct will be more closely monitored for compliance with all rules, regulations, policies, and laws. Specific terms and/or conditions that are intended to ensure safety, to compensate any victim, to deter this or any student from a similar course of conduct, or to educate the student may be placed upon a student for whom the sanction is probation. Examples of terms/conditions that may be imposed include (but are not limited to) restitution, letters of apology, counseling, written assignments, educational sanctions, community service, restriction of activities, and no contact with designated persons.
   e. Suspension: A period of time when the student may not be present on campus (or at housing) for any reason without the prior, written permission of the Hearing Officer. The written decision will state when the suspension period expires. A student who is suspended and who comes onto campus (or housing) could be arrested and prosecuted for criminal trespassing and could face additional disciplinary action.
   f. Dismissal: The student is terminated from the College for an indefinite period of time and may be readmitted only with written approval from the College President. A student who is dismissed and who comes onto campus (or housing) could be arrested and prosecuted for criminal trespassing and could face additional disciplinary action. Any Willowbrook Woods resident who is dismissed from the College is automatically expelled from housing.
Ix3 Team Purpose & Protocol
At-risk Student Interdisciplinary Identification & Intervention
Approved by Board of Trustees 8/18/08

PURPOSE:
Allegany College of Maryland recognizes that students exist in a world beyond the classroom and that their circumstances outside the classroom can and do affect how they perform within the classroom. The Ix3 Team is created to assist the students who have multiple challenges hindering their academic success at Allegany College of Maryland. Challenges can include learning disabilities, medical/health problems (including psychiatric issues), difficulty adjusting to the demands of college, housing issues (ie., roommate disputes, minimal social skills, and independent living deficits), personal problems, family demands, extreme financial worries, and more. Where a student has only one dominant challenge to success, the faculty/staff responsible can address it singularly; however, where a student faces 2 or more of such challenges, one professional alone cannot adequately assist the student. Therefore, this Team will coordinate information and resources to give the at-risk student his/her best chance to succeed academically.

PROTOCOL:
Each department within the ACM community who has direct interaction with students will have an Ix3 Team representative who will serve as a primary Team member. Departments which should be represented* include Faculty, Student Success Center, Willowbrook Woods, Counseling, Admissions/Registration, Financial Aid, Recruitment, Security, and Athletics. Other individuals/departments may participate as necessary or appropriate, and persons unaffiliated with the College (eg., social worker, therapist, etc.) may also be invited to participate upon the execution of a valid release. Participation is voluntary but strongly encouraged.

*The entire team is not required to attend each meeting; only representatives of departments which are directly related to the areas in which the specific student is struggling, and if the primary Team member is unavailable, s/he may send a designee.

When a staff or faculty member (or even a student himself/herself) identifies a student who is struggling with more than one aspect of college, s/he will refer that student to the Dean of Student & Legal Affairs, who initiates the intake process. (See the Intake & Process Form.)

Upon receiving a referral, S&LA will (1) collect information and any relevant documentation – particularly noting that 2 or more issues apply, (2) contact the student to advise him/her of the referral, and (3) schedule a meeting of the entire Ix3 Team and other necessary participants. Since time is often a factor, the Ix3 Team should be able to assemble quickly; ideally, no more than a week will pass between referral and meeting. (Hopefully, the faculty/staff member who referred the student will advise the student that a referral is being made.) The student will be invited to attend the meeting. Upon executing a valid release, s/he may invite other support persons from faculty/staff or family, case workers, etc..

The Ix3 Team will meet, discuss the difficulties with which the student is struggling, and devise a written intervention plan specific to that student’s needs. The plan could include numerous strategies such as counseling, testing, community referral, mentoring, monitoring, and more*. Appropriate Team members will volunteer/be assigned responsibility for implementing particular tasks; S&LA will ensure that the plan is executed and maintain the records. If necessary, follow-up meetings may be scheduled. All Ix3 Team information and communications will be confidential in accordance with ACM’s FERPA policy.

*Of course, in extreme circumstances, the plan might include a recommendation for the student to withdraw from the College; examples of such circumstances include severe medical challenges, severe personal problems that prevent learning, etc.. Allegany College of Maryland is committed to helping students succeed, but it is a college – not a social service agency.
CLERY WARNING DETERMINATION FORM

Allegany College of Maryland is committed to the safety of our campus communities. Therefore, pursuant to the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, the College (via designated personnel) will assess threats to safety and issue Timely Warnings as appropriate.

Date of Incident: __________  Date Reported: ________  Date of Determination: ___________

Brief Description of incident/issue (specify crime alleged, if applicable):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

CLERY WARNING CRITERIA

“an institution must alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes.”

[ ] Crime reported to Campus Security and/or local law enforcement.

Any crime reported* to the Department of Education under Clery and meets other criteria must have a Timely Warning, but non-mandated crimes may also issue a Warning.

(3) Crime (murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, and arson on campus, campus-owned property, or property immediately adjacent to campus). Only crimes implicated by this provision of Clery – not general safety issues/concerns.

AND

[ ] Threat to persons and/or property:

( ) Serious threat  and/or  ( ) Continuing threat (ie., a one time non-serious event is not a Clery warning)

**Consider: Will alerting the campus community aid in the prevention of similar crimes? Is there a generalized risk to campus community? (versus specific risk to identified person(s) that would be resolved individually)

No warning is needed if the suspect(s) are arrested, contained, and/or removed from campus. Appropriate information may be released and appropriate follow-up action will be taken (eg., disciplinary procedures, campus ban, etc.). The intent of the warning about criminal activity is to enable people to protect themselves from being victims of that crime.

CLERY WARNING ISSUED?

YES: Content: type of crime, suspect(s) description, prevention tips, solicit any information, & contact info.

If a warning is to be issued, it should be done as soon as the pertinent information is available.

Communication:

( ) E-Safe Activated (text and email)

( ) Fliers posted on campus bulletin boards

( ) Fliers posted in Willowbrook Woods (gate, Clubhouse, mailboxes, and each building)

( ) Website announcement

( ) Other announcement (eg., social media)

( ) Publicity Statement released

( ) Other: ______________________________________________________

NO >> EXPLAIN:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Authorized ACM Official(s): ______________________________________

(ie., President, Dean, Security Director.)

___________________________________________________________

Signature
PROTOCOL: MISSING STUDENT

IS THE STUDENT MISSING?
- Allegany College of Maryland is committed to the safety and welfare of our students (& staff/faculty)
- This protocol will be implemented if ACM is notified by local law enforcement that a student (or staff/faculty member) is missing.
- This protocol will be implemented if ACM determines that a student (or staff/faculty member) is missing as a result of, for example, an unsuccessful Wellbeing Check, the student’s whereabouts cannot be verified, and/or there is evidence of foul play.

NOTIFICATION
- Local law enforcement shall be notified immediately upon confirmed missing status
- Parent, guardian, or other emergency contact person shall be notified immediately (if possible under the urgent circumstances) but no later than within 1 hour of confirmed missing status by an appropriate ACM official
- Campus personnel: instructors, advisor, key offices, work-study site, housing staff (if Willowbrook Woods resident or regular guest) and/or other persons with a known association with the person will be notified and/or interviewed as appropriate and necessary to assist with attempts to locate the missing person
- Non-ACM personnel: off-campus housing agent, roommate(s), employer, and/or other persons will be notified and/or interviewed as appropriate and necessary to assist with attempts to locate the missing person
- Method of notification: 1st choice = phone, 2nd choice = fax/email, 3rd choice = letter

SEARCH / EFFORTS
- Allegany College of Maryland will follow any and all directions provided by local law enforcement.
- The College’s Emergency Plan (including communication protocols) shall be implemented as needed.
- If the student was last seen on campus, ACM personnel shall conduct a thorough search of the campus(es) in cooperation with law enforcement; Campus Security shall coordinate the search. Areas to be searched include (but are not limited to) classrooms, offices, libraries, laboratories, storage rooms/buildings, closets, hallways, stairwells, campus vehicles, gymnasium, locker rooms, athletic fields, fitness trail, forested areas, and residential facilities.
- If foul play is reasonably suspected, ACM personnel shall issue a Clery Warning to the entire campus community. This Warning shall include a physical description of the missing student, a description of any vehicle the student operates or in which s/he is known to be a passenger, a description of any person/vehicle with which the student was last seen, and a phone number any person can call with information. When possible, fliers with the student’s picture shall be printed and distributed on campus and in the larger community as appropriate.
- When it is reasonable to do so and would not interfere with law enforcement’s actions, ACM personnel shall interview the missing student’s friends, classmates, roommates, neighbors, and/or other known associates. Information which neither compromises the safety of any person nor irreparably harms a function or operation of the College but which may be helpful to locating the missing student shall be shared with law enforcement officials. All such interviews shall be documented; documentation shall be protected by FERPA after the emergency is resolved.
- Student & Legal Affairs personnel will implement the Wellbeing Check protocol in tandem with this protocol.
MISSING STUDENT TRACKING FORM

Name of missing student (or faculty/staff): ___________________________________________

Name of person who reported the student missing: _____________________________________

Date & Time of report: ____/____/____  @  ____:____ am/pm

Report information: __________________________________________________________________________

RESPONSE PROTOCOL VERIFICATION

• ACM notifies law enforcement OR is notified by law enforcement
  [ ]
  ACM official(s) in communication w/law enforcement
  Law enforcement agency: ________________________________________________________________
  Responding officer(s): _________________________________________________________________
  Police action: __________________________________________________________________________

• Parent, guardian, or other emergency contact person notified (within 1 hour of confirmed missing status)
  [ ]
  N/A if the parent, guardian, or other person is who notified ACM that the student is missing

  • **Clery Warning Determination** (if foul play is reasonably suspected and/or crime has been committed)
  [ ]
  If student was last seen on campus, Security coordinates campus-wide search with law enforcement
  [ ]
  » Be sure to document participants
  » Campus Search completed at @ ______ am/pm
  [ ]
  » Results: __________________________________________________________________________

  • If possible that student is somewhere on campus, Security coordinates search of appropriate campus locations
  [ ]
  » Results: __________________________________________________________________________

  • Appropriate College personnel notified and/or interviewed for information
  [ ]
  » Be sure to document all conversations and information

  • Student was located by ____________________ @ ______ am/pm on ___/___/___ @ ________________
  [ ]
  » Be sure to document this information, including who confirmed

• Parent, guardian, or other emergency contact person notified
[ ]

• Appropriate College personnel notified
[ ]

NOTES/INFORMATION

_________________________________________________________________________________________

_________________________________________________________________________________________

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**PROTOCOL: PERSONAL CRIME**

**PREVENTION:**
- Read the College’s brochure, “Crime Prevention & Safety Tips”.
- Program **Campus Security**’s phone number in your cell phone. **(301) 784-5555**
- Call Campus Security for an escort **anytime**.
- Do not engage in confrontations. If you have an issue with someone, ask for help in S&LA.
- If someone confronts you, try to get away and/or get help. Never escalate the situation!
- Do not associate with people of questionable character and/or history of suspicious behavior.
- Report any suspicious behavior you observe. Safety depends on everyone’s vigilance!

**IF YOU ARE VICTIMIZED** (ie., any kind of assault or violent crime):
- Immediately report the crime to the proper authorities: **911 and Campus Security**
- Get medical attention if you are injured, have a medical condition, or are in shock.
- Cooperate with authorities by providing all information you have about the crime, answering questions, helping to identify suspects, etc. Be thorough and honest.
- Obtain counseling via the College’s free program to help cope with the trauma. We encourage you to contact your parents, too.
- Let your family and friends help you – especially if you need to spend a night or two elsewhere.
- Be patient. Thorough and fair investigations might take some time.

**ACM** takes **all** crime seriously. We will do the best we can to help you & hold the correct person(s) responsible.
**PROTOCOL: PROPERTY CRIME**

**PREVENTION:**
- Read the College’s brochure, “Crime Prevention & Safety Tips”.
- Program Campus Security’s phone number in your cell phone. **(301) 784-5555**
- Keep a record of your valuable property (e.g., brand, serial numbers, description, etc.) and have electronics engraved by Campus Security.
- Keep doors, windows, and cars locked at all times. Never give others your keys.
- Do not “advertise” your valuables and/or your possession of cash, checks, credit cards.
- Do not associate with people of questionable character and/or history of suspicious behavior.
- Report any suspicious behavior you observe. Safety depends on everyone’s vigilance!

**IF YOU ARE VICTIMIZED** (eg., theft, burglary, vandalism):
- Immediately report the crime to the proper authorities: **911 and Campus Security**
- Cooperate with authorities by providing all information you have about the crime, answering questions, helping to identify suspects, etc.
- Make a list of everything that was taken/damaged (along with replacement/repair costs).
- Notify your private insurance carrier ASAP. Crime-related losses are usually covered.
- Document any out-of-pocket expenses for restitution if the criminal is caught.
- Be patient. Property crimes are very difficult to solve if there are no witnesses. **Proof is required.**

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ACM takes all crime seriously. We will do the best we can to help you & hold the correct person(s) responsible.
BACKGROUND AND PURPOSE

Allegany College of Maryland is committed to providing a healthy and safe community for learning and engagement for all students, employees, and guests. It is the responsibility of every person to ensure his/her actions do not compromise the health and safety of any person or the campus community. Allegany College of Maryland takes discrimination, sexual misconduct, gender discrimination, and all forms of exploitation, harassment, relationship violence, and other forms of misconduct seriously. This policy is designed to promote the prevention of such misconduct, to protect the well-being of the Allegany College of Maryland community, to stop reported misconduct, and to respond to any allegation of such misconduct with fundamental fairness. This policy incorporates both the civil rights and due process models for managing and investigating the forms of misconduct to which the policy applies. The College will adopt and follow procedures to fully implement this policy and to comply with federal and state laws and regulations including Title IX of the Education Amendments of 1972 as amended (“Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII” - employment discrimination based on sex including sexual harassment in the workplace), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) which includes the Violence Against Women Act (“VAWA”), and Maryland Education Article 11-601 (2019). For purposes of this policy and related procedures, Title IX shall be the term to capture all these laws which implicate sexual misconduct and sex discrimination.

POLICY

I. Non-Discrimination Statement

The College complies with applicable non-discrimination state and federal laws including Title IX as well as regulations prohibiting discrimination against any individual or group of individuals subject to legal protections. (See the College’s general non-discrimination policy.) Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Sexual harassment and sexual misconduct are forms of sex discrimination under Title IX.

II. Prohibition of Sexual Misconduct, Sex Discrimination, and Retaliation

Allegany College of Maryland prohibits all forms of sexual misconduct and sex discrimination which includes but is not limited to sexual violence, sexual harassment, gender-based harassment, dating violence, domestic violence, sexual exploitation, sexual intimidation, and stalking. Sexual misconduct is a form of sex discrimination prohibited by state and federal laws. These acts may also constitute crimes which could be reported to local law enforcement. College also prohibits retaliation in any form against a complainant, respondent, witness, investigator, or any other person associate with a report. The College complies with applicable state and federal laws including the Clery Act as well as related regulations. Nothing in this policy shall be construed to permit other behaviors expressly prohibited by the Code of Student Conduct or Employment policies.

III. Institutional Obligations

The College will take steps to prevent the occurrence of sexual misconduct and sex discrimination. If sexual misconduct and/or sex discrimination occurs, the College – upon receiving notice – shall take immediate, appropriate steps to end the misconduct and/or discrimination, to prevent its recurrence, and to remedy its effects. The College shall encourage any crime to be reported to the appropriate law enforcement agency.
enforcement agency; the College shall cooperate with criminal investigations to the greatest extent permitted by law; and the College shall comply with all Clery mandated data collection and reporting requirements. The College’s institutional response to sexual misconduct and/or sex discrimination shall be independent of any law enforcement and/or court action. All College employees are required to report any sexual misconduct and/or sex discrimination in accordance with the policy provision specified below.

IV. Maryland Law/Regulation

The College shall comply with Maryland Education Article § 11-601 regulating institutional disciplinary procedures. Students who allege a policy violation of or who respond to an allegation of a policy violation shall have the rights as described in accompanying procedures, and the College shall adopt and follow the disciplinary procedures described in accompanying procedures.

V. Procedures

Allegany College of Maryland shall adopt comprehensive procedures to implement this policy. Such procedures shall include but are not limited to the following elements: definitions of terms (particularly any terms by federal and/or state authorities), how to file a complaint, responsible employees, the role of law enforcement/crime reporting, interim measures, amnesty, confidentiality, notifications of parties, prompt and fair preliminary inquiry and investigation practices, prohibited investigation activities, timelines, students’ rights, disciplinary procedures, possible remedies, possible resolutions/consequences, resources, and record-keeping.

VI. Title IX Coordinator

Allegany College of Maryland’s Title IX Coordinator is responsible for the College’s compliance with federal and state laws and/or regulations related to Title IX and the Clery Act as enacted in this policy and accompanying procedures. The Title IX Coordinator shall be the Dean of Student & Legal Affairs whose name and contact information shall be included in accompanying Procedures as well as publications and educational/training materials for students, faculty, and staff. The College may identify additional College employees to function as Title IX officers or team members to assist with the implementation of this policy and to conduct investigations/hold administrative hearings as needed; contact information for these employees will also be published in appropriate materials. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator, and complaints that the College has discriminated on the basis of gender may be made to the Office for Civil Rights.

VII. Education and Training

Allegany College of Maryland shall provide ongoing prevention and awareness education to students, faculty, staff, and other relevant parties. This education shall be designed to inform the campus community about what constitutes sexual misconduct and sex discrimination, how to reduce the occurrence of sexual misconduct and sex discrimination, safe bystander interventions, consequences of engaging in sexual misconduct and sex discrimination, and how to report sexual misconduct and sex discrimination. The College shall also secure or provide annual training for College employees who are charged with responding to, investigating, and/or adjudicating sexual misconduct and sex discrimination.

VIII. Application of the Policy

This policy applies to (1) all Allegany College of Maryland students, faculty, staff, and third parties under the College’s control; (2) any College-owned or College-managed facility or property; (3) any College sponsored, recognized, or approved program, visit, or activity regardless of location; (4) any policy-defined misconduct that impedes equal access to any College program or activity; (5) any policy-defined act of sexual misconduct and sex discrimination that adversely impacts the health, safety, and/or employment of a member of the College community. The College shall provide notice of this policy to students, employees, applicants, and other relevant persons.
Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, College will make a good faith effort to comply with all mandates; however, this policy shall take precedence unless otherwise required by law. Related policies: Code of Student Conduct, Personnel/HR policies, Non-Discrimination Policy, Admissions Policy, Safety Risk Policy, FERPA Policy, and First Amendment Policy.

IX. Policy Changes
Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

X. Reporting
Any employee with information about sexual misconduct and sex discrimination shall report it promptly to Title IX Coordinator, Campus Security, other identified Title IX official, and/or the Office of Student & Legal Affairs. Any person with information about sexual misconduct and sex discrimination may report it to any Allegany College of Maryland official who shall promptly forward the report to Title IX Coordinator, Campus Security, other identified Title IX official, and/or the Office of Student & Legal Affairs. The College will assist any person needing assistance to make a report or complaint. The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement / call 911 immediately.
PROCEDURES: COMPLAINT FORM
SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY

If you have experienced or witnessed sexual misconduct or sex discrimination, the College wants to know so we can take appropriate action. See the last page for a general description of the process.

NOTE: Other illegal discrimination complaints are handled by a different (albeit similar) process.

Directions: Complete this form in its entirety. Attach a typed statement and any supporting documentation. (Incomplete complaints may be returned to the submitter.) Then send everything to Dr. Renee Conner, Title IX Coordinator. CC-152 via hand-delivery, postal mail, email (rconner@allegany.edu) or fax (301) 784-5068.

Your Name: ____________________________
Complaints may be submitted anonymously, but please understand that anonymous complaints are much more difficult to investigate.
Address: ____________________________________________
Phone: ____________________________________________
Email*: ____________________________________________
*If you are a student or employee, provide your ACM email as all college business is conducted via college email only.

1. What type of sexual misconduct or sex discrimination is being alleged?
   - [ ] Rape
   - [ ] Gender-based Discrimination
   - [ ] Gender-based Abuse
   - [ ] Sexual Assault (non-consensual sexual contact)
   - [ ] Gender Identity-based Discrimination
   - [ ] Stalking
   - [ ] Sexual Exploitation
   - [ ] Relationship Violence
   - [ ] Sexual Intimidation
   - [ ] Relationship Violence

2. Who is the person you are accusing?

3. When did the act(s) being alleged occur? (ie., date, time)?
   NOTE: Reports should be made in a timely manner – preferably right after the incident. Delays in reporting hinder the investigation.

4. Where did the act(s) being alleged occur? (ie., location)

5. Please type and attach a written statement describing the incident.

6. Are you safe now?  Yes / No  If not, it is extremely important that you notify the police and get to safety!

7. Do you need medical treatment?  Yes / No  If so, it is extremely important that you get the care you need!

8. What do you want to happen next?  Be specific with any requests or how you would like this complaint to be handled; your wishes are not determinative but are important. Must be typed.
Upon receiving a report of alleged sexual misconduct or sex discrimination, Allegany College of Maryland will:

- Take immediate and appropriate action to stop any misconduct; to prevent its recurrence, and to remedy the effects of any misconduct.
- Treat all persons with respect, dignity, and fairness.
- Conduct an Intake Assessment to determine if the report is a Title IX matter which requires further action;
- Where indicated by the Intake Assessment, conduct a Preliminary Inquiry of the report.
  - Provide information to the identified Complainant and to any identified, Respondent (if a student or employee) about their rights as well as available resources;
  - At the conclusion of the Preliminary Inquiry, the investigators shall submit a detailed report with their findings and possible recommendations: whether there is reasonable cause (ie., sufficient substantiating evidence) to proceed to a formal disciplinary hearing or whether an informal resolution is appropriate. The Parties will have an opportunity to review the report & respond.
- Where indicated by the Preliminary Inquiry, conduct a disciplinary hearing of the report.
  - Each party shall have the opportunity present testimony, evidence, and witnesses.
  - The Hearing Officer shall determine if the Respondent violated the Sexual Misconduct and Sex Discrimination Policy
  - The standard of proof shall be Preponderance of Evidence.
  - If the Respondent is found responsible, an appropriate consequence or sanction shall be imposed; options that must be considered include suspension and dismissal from the College.
- Follow all appropriate procedures as detailed in Title IX materials, the Code of Student Conduct, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.
- Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

NOTE: No particular outcome is guaranteed.

**Complainant Confidentiality**

All complainant requests for confidentiality or requests not to initiate College action shall be considered; whether the complainant’s request can be honored shall be based upon the following factors:

- immediate safety and well-being of the complainant
- immediate safety and well-being of the campus or local community (eg., prior history of accused, potential for repeated behavior, predatory behavior, weapon, ongoing threat, multiple accused persons)
- whether the misconduct or discrimination can be eliminated and remedied via other means
- whether other evidence is available that permits action without the complainant’s participation
- whether the complainant’s concerns can be addressed (identify and resolve barriers)
- the process is confidential up to the point any allegations are contested.

The complainant cannot be compelled to participate in any process; however, even if the complainant declines to participate, the College must implement interim measures and take reasonable steps to prevent future acts.

**Complainant Amnesty**

Complainants and witnesses shall not be subject to disciplinary action for drug/alcohol violations IF

- violation occurred during/near time of assault,
- assault report/participation is in good faith, and
- violation was “not an act that was reasonably likely to place the health or safety of another individual at risk.”

Withdrawing a complaint: Any person who has submitted a Complaint Form has the option to subsequently withdraw the complaint without penalty or consequence. Circumstances may change or, as the complaint process unfolds, an acceptable resolution is reached. Such an “exit” from the complaint process may occur at any stage. If that occurs, the complainant should notify the Title IX Coordinator. Written confirmation may be requested.

Third Party Communication: Only the persons involved in the complaint will receive any communication about the complaint; third parties will not be given information regarding any of the specifics related to a complaint or information that compromises the integrity of the process or the confidentiality and dignity of any person.

Support person: This process is NOT a legal proceeding, and legal standards do not apply. However, you have the right to consult an advisor or support person, who may accompany you to any college proceeding but who may not participate; you are welcome to consult this person at any time in private. Students who are the Complainant or the Respondent have the right to an attorney; See Rights & Responsibilities for details. You must provide the name and title (if any) of your support person to the Title IX Coordinator one business day before any meeting.
FREQUENTLY ASKED QUESTIONS
SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY

1.) What is Title IX?
Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; sexual misconduct and sexual harassment are forms of discrimination under Title IX. The College’s policy and procedures relating to sexual misconduct and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and related laws are commonly referred to – collectively – as “Title IX.”

2.) What is the most important thing I need to know?
It is all important, but everyone should know that –

• ACM’s Sexual Misconduct & Sex Discrimination Policy and accompanying procedures comply with all legal mandates. All information related to Title IX compliance may be found at www.allegany.edu/titleIX.
• ACM prohibits sexual misconduct and sex discrimination, and retaliation.
• Any person with knowledge of sexual misconduct and sex discrimination shall make a report.

3.) What do I do if someone tells me s/he was a victim of sexual misconduct or sex discrimination?
Education and training will be provided to students and employees, and information will be published and posted online on these subjects including what constitutes sexual misconduct and sex discrimination, safety/security procedures and resources, bystander intervention, risk reduction, consequences if found responsible, and receiving, reporting and handling complaints.

4.) To whom do I report sexual misconduct or sex discrimination?
Any ACM employee – who must forward the report to the Title IX Coordinator for appropriate action.

5.) Who is the Title IX Coordinator?
Dean of Student & Legal Affairs: Dr. Renee Conner
12401 Willowbrook Road SE / Cumberland, Maryland 21502
College Center #152 / (301) 784-5206 / rconner@allegany.edu

6.) Will the police be involved?
Maybe. ACM strongly encourages complainants to report crimes to local law enforcement, and ACM will assist complainants in contacting police. Complainants will not be compelled to contact police. (NOTE: ACM strongly urges complainants to get necessary medical treatment; doing so will not automatically involve the police.)

7.) Will the accused person be removed from campus?
Maybe. ACM’s top priority must be to stop the sexual misconduct or sex discrimination and to prevent its recurrence. Therefore, the accused person’s removal from campus may be necessary. Factors to be considered include the nature of the complaint, the extent of harm to the complainant, and the extent of risk to any other person or the campus generally.

8.) What if no one knows who is responsible for the sexual misconduct or sex discrimination?
A Timely Warning under the Clery Act using e-Safe and other communication methods may be issued, and ACM will make every effort to identify the person with the help of law enforcement if the complainant agrees to involve the police. (See above.)

9.) Will the campus be notified that sexual misconduct or sex discrimination occurred?
Probably not – unless a Timely Warning is issued. Generally, ACM will honor confidentiality to the greatest extent possible to protect the privacy of the people involved, the rights of the complainant and the accused person, and the integrity of the process. However, ACM submits its crime statistics to the federal government and publishes a crime report annually; that information is available to anyone via www.allegany.edu, http://ope.ed.gov/security/, Campus Security, and the Office of Student & Legal Affairs.

10.) How can I help?
Participate in all the education and opportunities; intervene if you see something happening – anywhere; and help us create a campus climate where sexual misconduct and sex discrimination never happens.
PROCEDURE: QUICK REFERENCE GUIDE
SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY

You have been identified as a Complainant or Respondent in a serious incident of alleged sexual misconduct or sex discrimination as defined by this policy. The nature of the allegation mandates certain institutional procedures. Be advised that the application of this policy to the alleged incident(s) does not prevent the College from applying other policies including (but not limited to) the Code of Student Conduct and Human Resources/Personnel Manual.

READ THIS QUICK REFERENCE GUIDE AND ANY LETTERS OR NOTICES YOU RECEIVE CAREFULLY.
FOLLOW ALL DIRECTIONS.

Statement of Principles:
Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Allegany College of Maryland takes sexual misconduct and sex discrimination seriously. Sexual misconduct includes but is not limited to the following prohibited behaviors: rape, sexual assault, sexual harassment, relationship violence, gender discrimination, stalking, and attempts to commit such acts. Any person found responsible for sexual misconduct will be properly sanctioned; options include censure, restrictions, changes to work/class/housing, probation, removal from on-campus housing, suspension from the College, and dismissal from the College. When necessary for safety, a person who has been accused of violating this policy may be removed from campus pending the completion of the investigation. The College will not permit a hostile environment to exist and will not tolerate retaliation against any person who reports an incident and/or cooperates with this investigation.

Process Summary:

I. Intake Assessment
   » Collect basic information from the parties.
   » Determine whether the complaint is a Title IX matter or whether another policy/process applies.
   » The College will take appropriate steps to:
      (a) Stop the behavior
      (b) Prevent a recurrence
      (c) Remedy the harmful effects

II. Preliminary Inquiry
    » If the Intake Assessment determines that the matter is a Title IX matter, there is a Preliminary Inquiry.
    » Collect more detailed information from the parties. Interviews witness(es).
    » Written statements required of all persons.
    » Collect any other available evidence/information
    » Gatekeeper Determination:
       (a) Reasonable cause to support an accusation of Title IX violation?
       (b) If so, informal resolution OR Formal investigation? Informal resolutions are possible, particularly if both parties agree. Sometimes, informal resolution is not possible or recommended; then a Formal Investigation will occur.

III. Formal Disciplinary Investigation
    » Standard: preponderance of the evidence
PROCEDURES: RIGHTS & RESPONSIBILITIES

For both complainant and respondent

Rights:

- For the sexual misconduct to be stopped
- To file a criminal complaint and/or to seek an order of protection from local authorities
- To receive interim protective and/or corrective measures. A detailed list of possible Interim Measures is available; Interim Measures are determined on a case-by-case basis and will be provided when possible.
- To receive counseling via the Student Counseling Program or Employee Counseling Program
- To receive written notification when a preliminary inquiry and/or disciplinary investigation commences, and to receive written information about the process(es).
- Students: To consult a College Ombudsman for guidance about the disciplinary process of this matter reaches a formal disciplinary investigation.
  - The Ombudsman’s role is to answer questions about the process. The Ombudsman is NOT your advocate and will not know the details of the investigation. See the list below of qualified Ombudsmen; it is your responsibility to initiate contact and to accommodate the Ombudsman’s schedule.
  - Joshua Getz @ 301-784-5129
- To consult an advisor or support person of your choosing, who may accompany you to any college proceeding but who may not participate in the proceedings; you are welcome to consult this person at any time in private. You must provide the name and title (if any) of your advisor to the Title IX Coordinator one business day before any meeting. (Your advisor/support person should not be a party or witness in the matter.)
- To provide a statement, information, witnesses, documents, and other evidence
- To submit written questions for the Title IX Coordinator to ask the other party or witness(es) and to have the opportunity to ask follow-up questions.
- To have access to information that will be used in the proceedings / decision-making within reasonable boundaries of privacy and legal limitations. Contact the Title IX Coordinator if you have questions.
- To receive timely updates about the progress of the inquiry or formal investigation
- To have the inquiry or formal investigation concluded within a reasonable period of time
- To receive written notification of the findings – including any sanction(s).
- To be free from retaliation or harassment by any person
- Parties and witnesses shall not be subject to disciplinary action for drug/alcohol violations IF (a) violation occurred during/near time of assault, (b) assault report/participation is in good faith, and (c) violation was “not an act that was reasonably likely to place the health or safety of another individual at risk”
- For your privacy/confidentiality and legal rights to be protected to the greatest extent possible
- Accused Student: To have escorted access to your on-campus housing as needed to retrieve personal property if you are suspended from campus or Willowbrook Woods (due to limited staffing, arrangements must be made in advance)
- Accused Employee: To have escorted access to your workplace as needed to retrieve personal property if you are suspended.

Responsibilities

- To cooperate with the investigation so it can be fair, accurate, and thorough.
- To be truthful.
- To comply with any directives/orders issued for safety reasons
- To report any new concerns or problems – particularly any retaliation or harassment

Resources & Suggestions: see separate, comprehensive document.
PROCEDURES: RESOLUTIONS / CONSEQUENCES
SEXUAL MISCONDUCT & SEX DISCRIMINATION POLICY

When a report/complaint of sexual misconduct or sex discrimination is received, the College shall take action in accordance with procedures. Resolutions and/or consequences shall be determined on a case-by-case basis by the Title IX Coordinator and/or investigators in consultation with appropriate ACM personnel and policies. These resolutions and/or consequences shall be independent of any criminal and/or civil proceeding in a court of competent jurisdiction.

Possible Resolutions at Intake Assessment:
- Intake Assessment indicates the complaint/report is a Title IX matter requiring further action.
- Intake Assessment indicates the complaint/report is a Title IX matter that can be resolved informally with consent of parties.
- Complainant declines action or requests interim measures only and if supported by ACM (eg., no ongoing threat or risk to others):
- Insufficient information to proceed.
- Intake Assessment indicates the complaint/report is not a Title IX matter.
- Referral is for an informational/prevention consultation only.

Possible Resolutions after Preliminary Inquiry
Standard: Reasonable cause based upon sufficient, substantiating evidence*
*Rules of evidence for court do not apply.
If there is sufficient information to find that sexual misconduct or sex discrimination may have occurred, the College can implement either an informal or a formal resolution. Informal resolutions are possible, particularly if both parties agree. Sometimes, informal resolution is not possible or recommended; then a Formal Investigation will occur.

Formal Disciplinary Investigation
- Determine: can the investigation be completed internally or does it require an outside investigator (typically can be completed internally unless there is a clear conflict of interest among qualified investigators, the scope of the allegations exceed internal resources, or the matter also includes systemic allegations against the institution itself)
- Student or employee is found not responsible for violating the policy. The matter is closed w/o consequences or adverse action.
- Student or employee is found responsible for violating the policy; possible consequences identified below.

Possible Consequences to Students found responsible for violating this policy:
Probation with Special Conditions
Suspension from Allegany College of Maryland
Dismissal/expulsion from Allegany College of Maryland

Possible Consequences to Employees found responsible for violating this policy:
Probationary employment terminated pursuant to Human Resources policy/procedure
Disciplinary action pursuant to Human Resources policy/procedure
Dismissal pursuant to Human Resources policy/procedure
CODE OF STUDENT CONDUCT & HAZING

Code of Student Conduct Philosophy:
Allegany College of Maryland provides services and resources to provide a safe learning environment and to promote responsible citizenship by its students. Students enrolling the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution and community partner. Conduct shall be consistent with the College’s Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. Each student is presumed to have fundamental knowledge of proper conduct. Each student is likewise expected to follow all federal, state, and local laws as well as all College policies. Furthermore, each student shall be presumed to have read the Code of Student Conduct; ignorance of its provisions shall not be a defense to violating them.

Definition:
Hazing: recklessly or intentionally doing an act or creating a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization.

Hazing is prohibited under the current Code of Student Conduct; depending on the specific acts involved, a student who hazes could be responsible pursuant to the following provisions:
#IV.A.1 – Assault / Assault and Battery
#IV.A.2 – Aggravated Assault
#IV.A.3 – Threat / Intimidation
#IV.A.4 – Harassment
#IV.A.5 – Bullying
#IV.C.3 – Drugs
#IV.C.4 - Alcohol
#IV.C.6 – Reckless Endangerment
#IV.C.5 – Disorderly Conduct
Other provisions as appropriate.

Hazing is also prohibited by law; in Maryland, it is a misdemeanor punishable by a maximum penalty of $500 and/or six months’ imprisonment.

Complaints:
If you have questions or concerns or if you need to report hazing, contact Campus Security or the Dean of Student & Legal Affairs:
   >> Campus Security / Public Safety  (301) 784-5555
   >> Dr. Renee Conner via email rconner@allegany.edu or call (301) 784-5206

What can you do?
Treat everyone equally and with courtesy; participate in all the education and opportunities; discourage unsafe behavior; and help us create a campus climate where hazing never happens.
DISCRIMINATION / HATE - BIAS

Non-Discrimination Statement:
Allegany College of Maryland does not discriminate against any individual for reasons of race, ethnicity, color, sex, religion or creed, sexual orientation, gender identity or expression, national origin, age, genetic information, familial status, disability or veteran status in the admission and treatment of students, educational programs and activities, scholarship and loan programs, or to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.

Definitions:
Hate Crime: an offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

Hate-Bias Incident: a hostile act of conduct, speech, or expression motivated in whole or in part by intolerance, bias, or prejudice against another. Unlike a hate crime, the hostile act is not a criminal act; like a hate crime, the hostile act is motivated by prejudice.

Complaints:
If you have questions or concerns or if you need to make a complaint, contact the Dean of Student & Legal Affairs:
» Dr. Renee Conner via email rconner@allegany.edu or call (301) 784-5206

What can you do?
Treat everyone equally and with courtesy; participate in all the education and opportunities; have conversations about equity and fairness; discourage discriminatory behavior; and help us create a campus climate where hate-bias and discrimination never happen.
This form shall be submitted to the Office of Student & Legal Affairs or other designated College Official to make a complaint of illegal discrimination. See the last page for a general description of the process. Any person who has experienced or witnessed illegal discrimination is strongly encouraged to report it. Retaliation for making a complaint or participating in the process is prohibited.

Non-Discrimination Statement

Allegany College of Maryland does not discriminate against any individual for reasons of race, ethnicity, color, sex, religion or creed, sexual orientation, gender identity or expression, national origin, age, genetic information, familial status, disability or veteran status in the admission and treatment of students, educational programs and activities, scholarship and loan programs, or to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.

Directions:
Complete this form in its entirety. Use additional sheets if needed. Attach a typed statement and any supporting documentation. (Incomplete complaints will be returned to the submitter.) Then send everything to Dr. Renee Conner, Dean of Student & Legal Affairs. CC-152 via hand-delivery, postal mail, email (rconner@allegany.edu) or fax (301) 784-5068.

Your Name (Complainant): __________________________________________

Address: __________________________________________________________

Phone: ___________________________ Email: ____________________________

9. What type of illegal discrimination is being alleged?
   - Race
   - Ethnicity
   - Color
   - Religion or creed
   - National origin
   - Age
   - Genetic information
   - Disability
   - Veteran status
   - Familial Status
   * Sex, sexual orientation, gender identity, and gender expression discrimination are Title IX cases. Please contact the Title IX Coordinator or see www.allegany.edu/titleix for that complaint form.

10. Who is the College Official you are accusing of illegal discrimination? ____________________________

11. When did the discrimination being alleged occur? Reports should be made in a timely manner.
    Date: ____/____/____ Time: ____:____ am or pm

12. Where did the discrimination being alleged occur? (ie., location) ____________________________

13. Describe in detail the discriminatory act(s) being alleged? Be specific. Must be typed and attached.
   - Vague claims are insufficient to support action by the College.
   - The complaint should provide details about the nature of the discrimination being alleged.
   - The complaint should describe whether/how the College Official treated the complainant differently than others in similar circumstances because of the Complainant’s status as noted above.
   - The complaint should describe how the incident is connected to the College (ie., class, activity, ACM personnel in their official capacity, ACM sponsored event, etc.)
   - Attach any supporting documentation.

14. What would resolve the issue or concern for you? Be specific. Must be typed and attached.
Upon receiving a report of alleged discrimination by a College Official, Allegany College of Maryland will:

- Review the written Discrimination Complaint Form and any related documentation.
- Determine if the report alleges illegal discrimination and is specific and credible.
- If so, conduct an informal preliminary inquiry of the complaint.
  - Accused person(s) is provided a copy of the complaint
- Take immediate and appropriate action to stop any discrimination that is occurring.
- Determine if there is reasonable cause to support an accusation of discrimination.
  - Standard: Sufficient, substantiating evidence
- If so, conduct a prompt, adequate, reliable, and impartial formal investigation of the complaint.
- Determine if discrimination occurred.
  - Standard: Preponderance of the evidence
- Take immediate and appropriate action to prevent its recurrence.
- Take immediate and appropriate action to remedy the effects upon the complainant.
- Follow all appropriate procedures as detailed in the Human Resources Manual and other institutional policies.
- Preserve the confidentiality and dignity of all parties;
- Comply with other legal and policy/procedure requirements – coordinating this process with other procedures where appropriate for efficiency and fairness to all parties.

NOTE: No particular outcome is guaranteed.

**Illegal Discrimination:** An act that adversely affects a person in one of the protected classes listed in the Non-Discrimination Statement above and that is demonstrably different than how the College Official treated similarly situated persons who are not in the Complainant’s protected class.

**Informal Resolution:** At any point in the complaint process, if a mutually agreeable solution is reached, the matter may be closed without penalty or consequence to any party. The Dean of Student & Legal Affairs or designated College Official reserves the right to suggest resolutions at any time. The resolution shall be documented and provided to both the Complainant(s) and the Respondent(s). Written confirmation may be requested.

**Withdrawing a complaint:** Any person who has submitted a Discrimination Complaint Form has the option to subsequently withdraw the complaint without penalty or consequence. Circumstances may change or, as the complaint process unfolds, a mutually acceptable resolution is reached. Such an “exit” from the complaint process may occur at any stage. If that occurs, the complainant should notify the Dean of Student & Legal Affairs. Written confirmation may be requested.

**Third Party Communication:** Only the persons involved in the complaint will receive any communication about the complaint from College Officials; third parties will not be given information regarding any of the specifics related to a complaint or information that compromises the integrity of the process or the confidentiality and dignity of any person.

**Attorney(s):** This process is NOT a legal proceeding, and legal standards do not apply. Therefore, lawyers are neither necessary nor may participate. However, at any point in the complaint process, any person may consult an attorney at his/her own expense.